



EmPower TN Funding Program

**FY 2015-2016
Proposal
Application Manual**

EmPower TN Funding Program

FY2015-2016 Proposal Cycle (1st Funding Round)

I. Overview

BACKGROUND:

EmPower TN is Governor Bill Haslam's statewide "lead-by-example" initiative that will:

- (1) Reduce energy costs and consumption across State owned and managed buildings by
 - measuring and controlling energy use,
 - investing in improving energy efficiency, and
 - creating an operational environment of excellence.
- (2) Promote energy cost savings across the State through conservation and efficiency in local government and the private sector.

The State of Tennessee pays an estimated \$192.5M annually in utility bills. Significant savings could be achieved with a disciplined focus on energy management, energy efficiency and conservation across all State energy users. By defining a sustainable path to approximately \$54 million annually in utility bill savings by 2023 through energy demand and consumption reduction, the State has the opportunity to reduce utility spending by 28% or more over the next 8 years.

GENERAL BUDGET INFORMATION:

In 2015, the Tennessee General Assembly approved funding in the FY 2015-2016 State Budget for various EmPower activities. The FY 2015-2016 State Budget appropriates \$32.5 million in General Obligation Bonds for energy efficiency projects that can be used by all State governmental facilities, including the University of Tennessee (UT) System and the Tennessee Board of Regents (TBR). The FY 2015-2016 State Budget also appropriates \$5 million in cash from State Revolving Fund (FRF) reserves that can be used in relation to FRF projects only. Both appropriations fall under capital maintenance.

PURPOSE OF THE EMPOWER TN FUNDING PROGRAM:

The **EmPower TN Funding Program** has been established to create an application process and to facilitate the review of proposals, selection of projects, awarding of the aforementioned EmPower funding, and the monitoring of project progress, including measurement and verification.

II. Deadline to Submit Application Packets

APPLICATION TIMING AND METHOD OF DELIVERY:

To be considered, complete Application Packets and any required attachments or other documents must be submitted electronically to EmPower.Applications@tn.gov by **5:00 PM**

Central Standard Time on July 24, 2015. Please note that the maximum file size is 20MB. In the event your attachments exceed the maximum file size, please break the submission into multiple emails.

III. Eligibility

EmPower TN projects must meet the definition of (1) Capital Maintenance Projects, (2) Bondable Projects, (3) EmPower TN Eligible Facilities, and (4) EmPower TN Eligible Project Categories / Energy Conservation Measure(s).

CAPITAL MAINTENANCE PROJECTS ONLY:

The aforementioned appropriated funds may be used for **capital maintenance projects** only. These funds cannot be used for capital improvements or new construction as defined by State Building Commissioner (SBC) Policy. Capital maintenance requests may include the following:

- Obsolete building systems which are required to appreciably extend the life of the facility;
- Alterations to rectify code deficiencies;
- Modifications to improve utility systems and lighting;
- Repair projects that restore a facility to its former, better state and do not result in changes to the facility usage.

GENERAL CONSIDERATIONS FOR BONDABLE PROJECTS:

- Bonds may be used for projects with an **expected useful life of 20 or more years**.
- Bonds should be used for construction costs only (Maximum Allowable Construction Costs).
- All costs outside the Maximum Allowable Construction Costs should be funded with cash.
- Bond funds should not be used for design fees, technical studies, administrative costs, commissioning services, or retro-commissioning services.
- Projects involving renovations that impact a private/profit oriented entity stationed in a state facility should be avoided (e.g., marinas, vending, snack bars, etc.).
- Bond funds cannot be utilized to replenish funding pools that support pre-planning services or floor consultant contracts.

EmPOWER TN ELIGIBLE FACILITIES:

State General Government, UT System, and TBR buildings/facilities are eligible to apply for funding under the EmPower TN Funding Program. The building/facility must be located in and owned by the State. **The building/facility life expectancy must meet the minimum 20 year criteria.**

EmPOWER TN ELIGIBLE PROJECT CATEGORIES / ECMs:

The expected useful life of a system is the period during which that system is used for its intended purpose with normal service, repair, and component replacement. General guidelines for expected useful system life are available from professional or industry organizations and from internal records and experience. The life of the system funded through EmPower TN must be at least that of the 20-year bond period. See list of eligible project categories below.

Eligible Project Categories:

- Electrical Energy Systems
- Energy Recovery Systems
- HVAC Systems (includes Hot Water Heating)
- Geothermal (Ground Source) Heat Pumps
- Lighting Systems
- Mechanical Systems (includes Boiler Plant Modifications and Steam & Condensate Systems)
- Solar Hot Water
- *Solar Photovoltaic Installations (**FRF Only**)
- Weatherization / Building Envelope

*FRF renewable energy projects involving solar photovoltaic installations must be “behind the meter” in that they cannot be grid tied.

PROJECTS NOT ELIGIBLE:

- Energy Audits (but may be used as Applicant Match or Leveraged Funds).
- Any project that has already commenced (i.e., ground has been broken, work has begun), unless EmPower TN funds can make efficiency improvements and not impact project schedule.
- Energy efficiency upgrades to new construction projects and systems.

IV. Repayment of State’s Initial Investment / Treatment of Energy Savings

Funding for EmPower TN projects will be provided under the following terms:

For the next four fiscal years, the value of all energy saved (as calculated by the avoided cost or savings in the utility bills) for the EmPower TN projects will be accumulated as cash by the implementing State Procurement Agency (SPA). These funds will become available after the 4th year, for energy efficiency or renewable energy projects within that SPA. Beginning in the 5th year, the value of the energy saved (as calculated by the avoided cost or savings in the utility bills) will be utilized to first pay off the State’s initial investment provided plus an annual 3% cost of capital based on a to-be-developed annual payment schedule. Once the initial investment and cost of capital is satisfied, then all future energy savings will benefit the SPA.

V. Level of Funding

There is no minimum or maximum request. Applicants are strongly encouraged to apply additional sources of funding (i.e., applicant match or leveraged funds) to their proposed projects. Please see the next section for further information regarding additional sources of funding.

VI. Application Requirements, Instructions, Selection Criteria

Applicants are required to complete and submit an Application Packet, which includes the items listed below. Applicants are responsible for submitting relevant and accurate information. Instructions for completion of materials and definitions are included where applicable. Mandatory requirements and the weight for scoring / selection criteria and are noted.

- (1) EmPower Tennessee Application [Mandatory]** – This document is available at tn.gov/empowertn and must include all requested Applicant information, an Executive Summary, pre-project annual energy cost and consumption, estimated annual energy cost saved and consumption reduction, and information regarding Applicant match or leveraged funds. The **Application** also includes a **Bond Questionnaire** that must be completed by Applicants seeking funding from the \$32.5 million appropriation. The **Application** must be signed by the head of the agency or higher education facility.

To calculate **Cost Effectiveness – Simple Payback Years** and **Total Lifetime Cost Savings (\$)** for certain projects, Applicants shall utilize the **EmPower TN Project Payback Analysis Calculator** available at tn.gov/empowertn. The tabs included are: Project Information; Electric Bills; Natural Gas Bills; Water Bills; Lighting (New Fixtures); Lighting (Existing Fixtures); Lighting (Maintenance); HVAC (Controls); Boiler Upgrade; Solar Thermal; and Totals. Fields will include basic facility information, location, past 12 months of utilities cost and consumption, existing light fixtures, operation hours, and project cost of proposed ECM. Results are populated automatically. Please note that escalation rates are not built into this calculator.

For proposed ECMs not addressed by the **EmPower TN Project Payback Analysis Calculator**, **Cost Effectiveness – Simple Payback Years** and **Total Lifetime Cost Savings (\$)** shall be calculated by a Tennessee licensed engineer, a nationally or regionally accepted Energy Services Company that provides energy efficiency retrofits as its core business, or by an Applicant utilizing the [Department of Energy Calculators](#) or other industry accepted calculator. The method and all inputs, assumptions, and/or constants used shall be noted in the **Application**.

- **Cost Effectiveness–Simple Payback [Mandatory – Weight 30% -- Up to 30 Pts]:**
Formula: Simple Payback Years = Total Energy Investment (\$) divided by Total Estimated Annual Energy Cost Saved (\$).
 - 30 pts - Less than 3 yrs.
 - 24 pts - 4-6 yrs.
 - 18 pts - 7-10 yrs.
 - 12 pts - 11-15 yrs.
 - 6 pts - 16-20 yrs.
 - 0 pts - 20+ yrs.

- **Total Lifetime Cost Savings (\$) [Mandatory – Weight 25% -- Up to 25 Pts]:**
Formula: Total Lifetime Cost Savings (\$) = [Total Estimated Annual Energy Cost Saved \$(20 years) + Total Estimated Annual Maintenance Saved \$(20 years)] – Total Project Cost (\$)
 - Highest Lifetime Cost Savings result in forced rank order of 25-1

- **Applicant Match or Leveraged Funding [Weight 15% -- Up to 15 Pts]:**
 Applicant match or leveraged funds may be satisfied by non-EmPower TN funds already budgeted and approved or by in-kind contributions. In-kind contributions include, but are not limited to: personnel costs, indirect costs, facilities and administrative costs, rental value of buildings or equipment, and the value of a service, other resource, or other third party in-kind contribution.
 - 15 pts - > 75%
 - 12 pts - 51-75%
 - 9 pts - 26-50%
 - 6 pts - 10-25%
 - 3 pts - <10%

(2) Project Proposal [Mandatory] – This document shall be created by or generated for the Applicant and must include a **Full Technical Description** of the project, **Cost Detail** (i.e., how funds will be applied), and a **Project Schedule** (i.e., timeline with action steps and/or milestones). Value will be placed on projects that can be completed within the FY2015-2016 fiscal year. **Project Proposals** shall contain a **Quality Statement** that all calculations are a “best estimate.” The **Project Proposal** shall also include information regarding the following, if applicable:

- **Trained or Qualified Staff [Mandatory]:**
 The Project Proposal must demonstrate that trained or qualified staff will oversee and conduct the operation and maintenance of the proposed ECM(s). For purposes of the EmPower TN Funding Program, trained and/or qualified staff are staff who:

- possess the skills, knowledge, expertise, experience, and/or qualifications to adequately operate and maintain the subject facility(ies) / building(s) and the system or equipment related to the proposed ECM(s); or
 - will obtain the skills, knowledge, expertise, experience, and/or qualifications to adequately operate and maintain the subject facility(ies) / building(s) and the system or equipment related to the proposed ECM(s) *prior to* the operation of said ECM(s). For example, staff who will receive training from a vendor of components or systems to be installed as part of the proposed ECM will be considered trained or qualified for the purposes of the EmPower TN Funding Program, provided said training shall occur prior to operation.
- **Technology Advancement [Weight 15% -- Up to 15 Pts]:**
When applicable, the Project Proposal should address how the proposed ECM(s) demonstrates Technology Advancement. Technology Advancement means **utilizing** new / emerging, innovative, unique, and/or significantly improved technologies, systems, or strategies to reduce annual energy consumptions (e.g., LEDs that adjust to ambient lighting levels, window film that varies solar radiation depending on outside air temperature) **and** serving as a demonstration project for such technologies.
 - Scoring based on judgment of EmPower TN Task Force review teams.
 - **Deferred Maintenance [Weight 15% -- Up to 15 Pts]:**
When applicable, the Project Proposal should address how the proposed ECM(s) provide a solution for deferred maintenance items.
 - Scoring based on judgment of EmPower TN Task Force review teams.
 - **Bonus Points [Up to 20 Pts]:**
Applicants may receive up to an additional 20 points, based on the judgment of the EmPower TN Task Force review teams. Examples of items that may garner additional points include, but are not limited to, the following:
 - Completion of the **EmPower TN Facility Assessment** in its entirety, not just with regard to the proposed ECM;
 - Projects that will increase the awareness and visibility of the EmPower TN Initiative by serving as a public demonstration of the technology installed or techniques employed -- Applicant will allow public and private facility operators and other interested parties to tour the facility to learn about the project;
 - Associated reduction of GHG emissions (include method and all inputs, assumptions, and/or constants used to calculate);
 - Associated reduction of water consumption (include method and all inputs, assumptions, and/or constants used to calculate);
 - Improved indoor air quality;

- Improved work or living space;
- Strength and experience of team assembled for project oversight and execution (e.g., years of experience, types of projects or ECMs previously implemented and their results); and
- The Applicant's project is expected to receive a rebate under TVA's EnergyRight Program. (Applicant shall provide a copy of the rebate application submitted to TVA **or** the Application Approval Letter received from TVA along with the EmPower Application Packet. The Applicant shall also indicate the application number that the Applicant has been provided by TVA.)

(3) EmPower TN Facility Assessment – This document is available at tn.gov/empowertn and must be performed with regard to the subject facility / building and the proposed ECM(s) only. Facility Assessments completed in their entirety may be considered for **Bonus Points** as noted above.

(4) Proposed Budget -- This document is available at tn.gov/empowertn. Each line item of the budget shall be addressed. If a line item is not applicable, insert \$0.

(5) Additional Requirements:

- Energy efficiency projects must comply with the [2009 International Energy Conservation Code](#) or better and [ASHRAE Standard 90.1-2010](#) in order to optimize both energy consumption reduction and environmental benefits.
- Recipients of EmPower TN funding shall follow Tenn. Code Ann. §12-3-1113, which provides that “all departments and agencies” shall give preference to (1) Tennessee respondents who produce goods or offer goods, if the cost to the State and quality are equal, **and** (2) Tennessee respondents who provide services, if the services meet State requirements regarding the service to be performed and the expected quality and the cost does not exceed cost of other similar services.

VII. Reservation of Rights

The EmPower TN Steering Committee reserves the right to terminate and cancel this program at any time. In the event of the termination or cancellation, the EmPower TN Executive Director will provide 30 day's written notice to the EmPower TN Applicants and/or Recipients.

The EmPower TN Steering Committee also reserves the right to adjust the scoring of project proposals and take into consideration factors including, but not limited to, diversity of projects or ECMs, diversity of building type involved, number of occupants impacted, and/or geographical location.

VIII. Reporting and Monitoring Requirements

ON-SITE AND DESKTOP MONITORING:

Empower projects, including Recipients activities and records maintained, shall be subject to on-site and/or desktop monitoring and evaluation by the EmPower TN Funding Program, the Comptroller of the Treasury, or their duly appointed representatives.

QUARTERLY AND MONTHLY REPORTING:

For the duration of the project, the Recipient shall submit quarterly status reports to apprise the EmPower Funding Program of construction progress, achievement of milestones, etc. The **Quarterly Status Report** must be submitted to the Executive Director by the 15th of the month following the conclusion of each quarter as outlined:

- July 1 to September 30 (Due Oct. 15th)
- October 1 to December 31 (Due Jan. 15th)
- January 1 to March 31 (Due April 15th)
- April 1 to June 30 (Due July 15th)

Recipients will also be responsible for providing and/or inputting related utility data and information into the **TN Utility Data & Energy Management System** (launch date to be determined) on a monthly basis. Until the **TN Utility Data & Energy Management System** is launched and personnel are trained to utilize said system, Recipients will instead utilize EPA's [Portfolio Manager](#) or similar software (e.g., UMS) on a quarterly basis. This requirement will support the measurement and verification of ECMs under the EmPower Funding Program and will continue until otherwise directed by the EmPower TN Executive Director. Tennessee Department of Environment & Conservation (TDEC) staff will be available to provide technical assistance to Recipients with regard to this requirement.

ANNUAL REPORTING:

Recipients are responsible for the continued operation and maintenance of the ECM(s). Recipients must submit an **Annual Report of energy conservation** for the project, which will cover both energy consumption and cost, for five (5) years following project completion. The reporting shall follow the State fiscal year and shall be submitted no later than August 15th each year.

IX. Application Review Process

INITIAL REVIEW AND DISTRIBUTION:

- TDEC staff will handle these functions.
- 5 TDEC staff will be assigned a different day of the week to oversee the EmPower Application email account.
- Step 1: The TDEC initial reviewer shall send an email to the Applicant acknowledging receipt of the application packet and noting that the packet will be reviewed for

completeness and eligibility before being distributed for review by the Task Force. Empower TN Executive Director shall be copied on this email.

- Step 2: Application will be added to the Application Log. Log shall note date and time application received, Applicant, Applicant contact, very brief project description (e.g., lighting system, HVAC system), and funding category (i.e., \$32.5m or \$5m State budget appropriation).
- Step 3: Applications will undergo quick, non-technical reviews to ensure the project is eligible and that the application packet is complete.
 - Incomplete applications received before deadline will be sent back to the applicant with an email noting missing items **and** a reminder that the application must be completed by the deadline. If the missing items are not provided by the deadline, an email will be sent to the Applicant to confirm that the missing items were not received and encourage the Applicant to submit a complete application in the next cycle.
 - Incomplete applications received on the deadline will be sent back to the applicant with an email noting the missing items. The Applicant will be encouraged to submit a complete application in the next round of funding.
 - Applications for ineligible projects will be sent back to the Applicant noting ineligibility. Should a TDEC initial reviewer be unable to determine project eligibility after consulting other TDEC initial reviewers, he/she will contact the Executive Director to assist with the determination.
- Step 4: When an application passes completeness and eligibility reviews, the TDEC staff will forward applications to the EmPower TN Task Force review teams via email.

FORMAL REVIEW PROCESS:

- Review of applications by EmPower TN Task Force review teams: It will be the responsibility of Task Force Members to coordinate the reviews within their organizations and complete the Project Evaluation Worksheet / Scoring Matrix for each application.
 - In the event Task Force review teams discover errors in calculations or note other items of concern, they shall share this information with other Task Force review teams.
- Prior to the end of August 2015, the Task Force will meet to review the Project Evaluation Worksheets and prioritize the list of projects to be presented to the EmPower TN Steering Committee.

X. EmPower TN Assigned Point of Contact for Applicants

Should Applicants have any questions regarding the application process or completion of the Application Packet, please contact your EmPower Application Contact. (See the lists below for the assigned EmPower Application Contact for General Government Agencies, the UT System, and the Tennessee Board of Regents. This list is also available on the EmPower website.) TDEC Office of Energy Programs & Office of Sustainable Practices and the Department of General

Services (DGS) State of Tennessee Real Estate Asset Management staff members will function as the Points of Contact. The EmPower Application Contact will include your DGS STREAM Agency Contact in any follow up correspondence.

TDEC ASSIGNMENTS:

1. Tennessee Board of Regents
*EmPower Application Contact -- Kathy Glapa kathy.glapa@tn.gov
2. TDEC / Tennessee State Parks
*EmPower Application Contact – Chad Kimes chad.kimes@tn.gov
**DGS STREAM Agency Contact – Bob Qualey robert.qualey@tn.gov
3. Department of Education
*EmPower Application Contact -- Reid Conway reid.conway@tn.gov
**DGS STREAM Agency Contact – Greg Steck greg.steck@tn.gov
4. Department of Mental Health
*EmPower Application Contact -- Reid Conway reid.conway@tn.gov
**DGS STEAM Agency Contact -- Doug Freeman doug.freeman@tn.gov
5. Department of Military
*EmPower Application Contact -- Scott Slusher scott.slusher@tn.gov
**DGS STREAM Agency Contact – Greg Steck greg.steck@tn.gov
6. TDOT
*EmPower Application Contact -- Chad Kimes chad.kimes@tn.gov
**DGS STREAM Agency Contact -- Cleve Salmon cleveland.salmon@tn.gov
7. Tourist Development
*EmPower Application Contact – Chris Pianta christopher.pianta@tn.gov
**DGS STREAM Agency Contact – Cleve Salmon cleveland.salmon@tn.gov
8. Veterans’ Affairs and Veterans’ Home Board
*EmPower Application Contact -- Scott Slusher scott.slusher@tn.gov
**DGS STREAM Agency Contact – Cleve Salmon cleveland.salmon@tn.gov
9. Historic Commission
*EmPower Application Contact – Chris Pianta christopher.pianta@tn.gov
**DGS STREAM Agency Contact – Doug Freeman doug.freeman@tn.gov

DGS ASSIGNMENTS:

1. University of Tennessee System
*EmPower Application Contact – Jay Harrison jay.harrison@tn.gov
2. FRF [Includes Health, Labor & Workforce Dev, Admin Office of the Courts, & TBI]
*EmPower Application Contact –Carole Burgess carole.burgess@tn.gov
**DGS STREAM Agency Contact – Stephanie Burd stephanie.burd@tn.gov

3. Department of Agriculture and Department. of Forestry
 - *EmPower Application Contact – Carole Burgess carole.burgess@tn.gov
 - **DGS STREAM Agency Contact -- Cleve Salmon cleveland.salmon@tn.gov
4. Department of Children’s Services
 - *EmPower Application Contact – Ed Wansing edward.wansing@tn.gov
 - **DGS STREAM Agency Contact -- Marcos Makohon marcos.makohon@tn.gov
5. Department of Commerce & Insurance
 - *EmPower Application Contact – Bill Bauer william.bauer@tn.gov
 - **DGS STREAM Agency Contact -- Bob Qualey robert.qualey@tn.gov
6. Department of Correction
 - *EmPower Application Contact – Ed Wansing edward.wansing@tn.gov
 - **DGS STREAM Agency Contact -- Marcos Makohon marcos.makohon@tn.gov
7. Department of Intellectual & Developmental Disabilities
 - *EmPower Application Contact – Bill Bauer william.bauer@tn.gov
 - **DGS STREAM Agency Contact – Doug Freeman doug.freeman@tn.gov
8. Department of Human Services
 - *EmPower Application Contact – Bill Bauer william.bauer@tn.gov
 - **DGS STREAM Agency Contact – Greg Steck greg.steck@tn.gov
9. Department of Safety
 - *EmPower Application Contact – Carole Burgess carole.burgess@tn.gov
 - **DGS STREAM Agency Contact -- Stephanie Burd stephanie.burd@tn.gov
10. National Civil Rights Museum
 - *EmPower Application Contact – Carole Burgess carole.burgess@tn.gov
 - **DGS STREAM Agency Contact -- Marcos Makohon marcos.makohon@tn.gov
11. TWRA
 - *EmPower Application Contact – Bill Bauer william.bauer@tn.gov
 - ** DGS STREAM Agency Contact -- Bob Qualey robert.qualey@tn.gov
12. TRICOR (Offender Training Agency)
 - *EmPower Application Contact – Ed Wansing edward.wansing@tn.gov
 - **DGS STREAM Agency Contact -- Marcos Makohon marcos.makohon@tn.gov

XI. Recommended Guidelines & Tools

DGS has developed the following guidelines and tools to assist Applicants with the development of proposals and completing the Application Packet. Please note that these guidelines and tools are recommended but not required. These resources are available on the EmPower website.

- EmPower TN Owner’s Project Requirements
- EmPower TN Supplemental Information Workbooks

XII. Other EmPower Definitions & Examples

Standard Blended Electric Rate:

For purposes of EmPower TN proposals, the standard blended electric rate is \$0.10 per kWh.

Standard Natural Gas Rate:

For purposes of EmPower TN proposals, the standard natural gas rate is \$1.00 per therm.

Unit Examples:

C = one hundred (100)

Ccf = the volume of 100 cubic feet (cf) of natural gas

M = one thousand (1,000)

MM = one million (1,000,000)

Mcf = the volume of 1,000 cubic feet (cf) of natural gas

1MMBtu = 1,000,000 British thermal units (Btu) (one Btu is the heat required to raise the temperature of one pound of water by one degree Fahrenheit.)

Therm = 100,000 Btu or 0.10 MMBtu

XIII. Frequently Asked Questions

1. *When will EmPower funding be received?*

Payment of project expenses will be made in full and in advance to EmPower Recipients.

2. *How should a recipient deal with unspent EmPower funds after the completion of the project?*

Recipients shall return any unspent EmPower funds within two (2) months after the processing and clearing of final invoice payments.

3. *When can projects begin?*

Projects may begin after the EmPower Steering Committee and/or Executive Director issues a **Notice to Proceed**, which shall indicate that the project has been fully approved **and** State Building Commission approval has been obtained. Any work performed prior to the issuance of a **Notice to Proceed** will not be funded.

4. *How long will I have to complete the project?*

Recipients of EmPower TN funding will have two years from the **Notice to Proceed** to complete the project. Projects that can be completed within the first fiscal year of EmPower TN will be given preference.

5. *What are the reporting requirements during the project period?*

Recipients of EmPower TN funding will be required to report to the EmPower Executive Director and the Task Force on a quarterly basis. Quarterly reports shall include updates regarding the status of the project.

6. *What are the post-completion reporting requirements and responsibilities?*

Recipients of EmPower funding are responsible for the continued operation and maintenance of the project. Recipients must submit an **Annual Report of energy conservation** for the project, which will cover both energy consumption and cost, for five (5) years following project completion. Recipients will also be responsible for providing and/or inputting related utility data and information into the **TN Utility Data & Energy Management System** (launch date to be determined) on a monthly basis. Until the **TN Utility Data & Energy Management System** is launched and personnel are trained to utilize said system, Recipients will instead utilize EPA's [Portfolio Manager](#) or similar software (e.g., UMS) on a quarterly basis.

7. *Are natural gas and propane projects eligible projects?*

Yes, where natural gas or propane is used as a heating or cooling source **and** the project includes measures that reduce annual BTU usage, such projects, including fuel switching, will be eligible. Please note that transportation projects are not eligible.

8. *Do we need to have an engineer stamp on the proposal?*

No, an engineer's stamp is not required. Instead, proposals shall contain a **Quality Statement** that all calculations are a "best estimate."

9. *Can we submit supplemental documents?*

Supplemental documents can be submitted as an appendix to the EmPower TN Application Packet.

10. *Where can I find the EmPower Application Packet, EmPower TN Project Payback Analysis Calculator, and other related materials or guidance?*

The following are available on the EmPower TN website tn.gov/empowertn:

- EmPower Tennessee Application
- EmPower Tennessee Application Manual
- EmPower TN Facility Assessment
- Proposed Budget Sheet
- EmPower TN Project Payback Analysis Calculator
- Recommended – EmPower TN Supplemental Information Workbooks
- Recommended – EmPower TN Owner's Project Requirements