

## Small Capital Project Guidelines

### Overview

Participants submitting a Project Incentive Application for a Small Capital Project with an estimated incentive of \$200,000 or less may provide the information outlined below in lieu of a complete Detailed Engineering Study. **Projects with an estimated incentive greater than \$200,000 are required to submit a complete Detailed Engineering Study.**

### Required Components and Guidelines

The information provided must address each of the elements described below. Energy and demand savings estimates are required to be to an accuracy of +/- 10% and Project cost estimates to an accuracy of +/- 25%. The information provided will be subject to the review and approval of the Technical Reviewer during the Project Review. The information and data requested below should be compiled and submitted in a report format along with the Application.

### Base Case and System Studied

- 1.0** Provide a description of the existing system with quantification where applicable. Please include:
  - 1.1** Existing equipment details (make, model, # of units, rated power, rated capacity, year installed, run hours, etc.)
    - 1.1.1** Include an assessment of the current equipment condition and the expected remaining life.
  - 1.2** Description of operation. Provide an overview of operating modes or cycles (e.g. production vs. non-production), identify high-use periods and seasonal variances (if applicable), and provide an estimate of actual operating demands (potentially different than what is currently supplied by the system) based on available operating parameters (e.g. flow, pressure, temperature, production, etc.)
  - 1.3** Current operating logic. Identify how the system is currently operating/controlled (e.g. automated vs. manual)
  - 1.4** Description of any planned changes to the system/plant (e.g. expansions) that would occur in the absence of this project that would impact the 'base case'.
- 2.0** Provide an estimation of the baseline electricity consumption of the system, based on power/load measurements for an appropriate period (e.g. two weeks minimum with no correlating data, or one week with longer duration operating data, for relatively constant operation systems). *Please pre-emptively confer with Technical Reviewer, if clarification is required.*
  - 2.1** Calculate the annual consumption according to (or cross-referenced with) operating data, such as equipment operating logs (run-times, on/off), or other operating data (e.g. flow), if available for a longer duration than power/load measurements.

- 2.1.1** If data demonstrates operating cycles (e.g. weekly), then extrapolate according to that cycle.

**Measure Analysis**

- 1.0** Provide a Project description, including: scope of modifications and future operating logic (e.g. modulating speed to match flow demand, based on feedback signal).
- 2.0** Calculate Annual Electricity Savings, provide a sample of the calculation with an explanation of the methodology, and justification for any assumptions.
- 3.0** Estimate Other Benefits or Costs associated with implementing the project. This can include O&M savings or costs. If there are no additional benefits (or costs), this should be stated along with a brief justification.

**Project Costs and Installation**

- 1.0** Provide a breakdown of costs by equipment, installation and other capital costs (design and engineering, project management, commissioning). Provide budgetary quotes for equipment and, if possible/relevant, installation and other costs.
- 2.0** Include a high level installation schedule.