**Final Report Template**

This template is provided as a guide and is not required. However, all information here must be included in some form in the final report.

**General -** Confirm that the tasks in the scope of work are all included within the report and/or discuss any discrepancies. Conduct QA/QC to ensure costs and savings are reported consistently throughout the report. This will reduce the amount of time spent in Technical Review.

**Project Summary Table -** A neatly formatted table listing the estimated costs, energy savings (kWh, Steam, Gas, peak Summer kW), energy cost savings, and financial performance indicators as listed in the Scope of Work. A summary table is required for all projects. For a Project Summary Table, please visit <https://www.nyserda.ny.gov/All-Programs/Programs/Commercial-Tenant-Program/Submit-a-Project> .

**Executive Summary -** Concisely summarize the Project’s intent, findings, recommendations, and the

economics of the recommendations in narrative format. Include explanations for long payback recommendations.

**Project Description -** Include a description of the building and project site, project approach and tasks performed as defined in the project scope. If any deviations from the scope of work occurred during the project, please provide an explanation for those changes.

**Baselining/Benchmarking -** If available, provide existing utility analysis for electricity, steam, gas, etc. for systems in the tenant space, as applicable. Provide estimates for energy consumption for various end use (lighting, cooling, heating, etc.)

**Project Results/Recommendations –** Describe project findings and recommendations.

* **Energy Conservation Measure descriptions:** provide detailed descriptions of the recommended energy conservation measures. Provide a rationale for any measures that are recommended for further study or not recommended, as well as any measures that are recommended despite long payback periods. Provide an estimate of the cost to implement each measure. Please note that all measures should be vendor neutral. Information on specific products can be provided to customers separately.
* **Energy Savings Analysis:** Provide, at minimum, all parameters required for a simple payback analysis, or more if required by the scope of work. For each measure, provide:
	+ Annual savings from each ECM (peak load and total savings)
	+ Simple payback based on cost estimates (without incentives)
	+ Return on Investment
	+ Annual total savings with all measures implemented.
	+ EUI after the ECM’s are implemented.
	+ End Use Consumption analysis after ECM’s are implemented
* **Financial analysis**
	+ The incremental cost estimates for each measure
	+ The incremental energy savings above code for each measure, if deemed appropriate.
	+ The incremental annual operational cost savings and savings over the lease term
	+ Simple payback period, return on investment, net present value, and internal rate of return.

**NOTE:** Reports should not include incentives amounts in payback calculations. This information can be submitted to the Customer under separate cover.

* **For projects that include energy efficiency retro-commissioning, the report must also include:**
	+ Final current facilities requirement (CFR) document that includes:
		- Major systems descriptions including HVAC, plumbing and electrical
		- Major systems control strategies including HVAC, plumbing and electrical
		- Space temperature setpoints (heating and cooling)
		- Space temperature setpoints (occupied and unoccupied)
		- Ventilation requirements
		- Equipment operating schedules
		- Space pressurization requirements
		- Building occupancy schedule
		- Filtration requirement
	+ A description of all existing building systems included in the RCx effort, including but not limited to
		- Major equipment classification, designation, sizing, location, operating scenario, age, condition, and efficiency
		- Basic control strategy for each individual system
		- Distribution system design and/or one-line diagrams
		- Design data for equipment if available or tested flow rates
		- Known issues at the project start
		- Issues identified during the RCx efforts
	+ Inspection and functional testing procedures and results to demonstrate methodology and completion status of the testing.
	+ Status of all identified deficiencies
	+ **Appendices** – This section should contain supporting documentation for all recommendations included in the previous sections, including:
* Historical energy costs
* Energy calculations for every evaluated ECM, with assumptions. Rule of thumb assumptions and percentage savings calculations are not acceptable, unless approved by the NYSERDA Project Manager
* Schedules: Occupancy Schedules, Lighting and Equipment Schedules
* Cost Estimate Calculations with assumptions and source for cost estimates.

**ENERGY MODELING**

For projects that use energy modeling, please also provide the following, in additional to the requirements listed above:

* Energy Model program used, weather file, utility data
* Energy Conservation Measure descriptions, including exceptional calculations for measures where savings are not calculated by the energy modeling software.
* Summary of input parameters (provide for baseline and design building models) (Either in the main report of as an appendix)
	+ Lighting- LPD, Occupancy Sensors, Daylight Sensors
	+ Exterior Lighting if applicable
	+ Envelope
	+ Fenestration
	+ Equipment
	+ Service Water
	+ Waterside HVAC systems
	+ Air Side HVAC systems
	+ Other Miscellaneous loads
* Energy Model Results
	+ Building Energy Performance
	+ Energy Cost Summary
	+ Energy End Use by Category with Peak load