

## **On-site Energy Manager – Bonus Request Template**

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

### **Overview**

*This section should include the following:*

- Discussion of the terms of the initial OsEM engagement and whether this is the first or second bonus request.
- Amount of bonus payment being requested
- Verification that the On-site Energy Manager has been retained for at least one year beyond the conclusion of the previous engagement
- Baseline period being used for energy savings calculation
- Savings being claimed for bonus request

### **Baseline Period Energy Use**

*This section should present energy use data from the baseline period showing total energy use for the facility included in the engagement. The baseline period must be one of the following:*

- The one-year period ending at the conclusion of the initial OsEM engagement (for initial bonus requests)
- The one-year period beginning at the conclusion of the initial OsEM engagement (for second bonus requests)

### **Energy Savings**

*This section should show the energy savings achieved during the bonus period and demonstrate that it is sufficient to qualify for the bonus. It should include the following:*

- List of energy efficiency measures (EEMs) implemented during the bonus period
- Energy savings estimates for EEMs implemented (in the form of calculations or measured savings)
- Installation costs associated with EEMs implemented
- Analysis showing total energy savings of implemented EEMs is equal to or greater than 1% of the total energy use of the baseline period