

August 3, 2011

Dear Commercial Energy Audit Approved Applicants and Energy Auditors:

There have been a few improvements to the Alaska Commercial Energy Audit Program that I would like to make you aware of, and I would like to clarify the audit and reimbursement process. Applicants and auditors, please make sure you are familiar with the contents of this email to ensure a smooth audit and reimbursement process. The content of this email will be posted on the commercial energy audit program web site (<http://www.akenergyauthority.org/efficiencyaudits.html>) which is the location for all documents relating to this program.

Improvements

We now have an improved rate-your-auditor system that will be simpler for you to use as a rater, and simpler for future users who want to see which energy auditors receive the highest marks. To get to the rating web site, go the link above and click "Rate Your Energy Auditor." Be sure to rate your auditor before you submit your reimbursement request.

Process

As a reminder (and clarification), here is how the audit reimbursement process flows. One change to the process is that we are asking the energy auditor to email the energy audit reports to AEA, instead of the participant sending a paper copy with their reimbursement request. Please note too that there is a new "Reimbursement Form" with changed attachment requirements.

1. **Participant** received a notice to proceed from AEA. (All were issued in March 2011)
2. **Participants** selected your auditor and approximate date of audit and notified AEA of your choice. (Was due May 13, 2011)
3. **Participants and Auditor** conduct the energy audit (by November 30, 2011).
4. **Auditor** provides energy audit report to applicant and turns over Portfolio Manager account to applicant.
5. **Auditor** emails the "Audit Report Form" and energy audit report to AEA (sskaling@aidea.org)
 - a. Note that there are 2 sheets on the Audit Report Form, "Summary of Recommendations Report," and "Post-Audit Metrics Report Form"
 - b. Include your Energy Audit Report, in your own format, (the same as you provided to the participant in #4 above) and any supporting documentation by email.
6. **Participant** rates their energy auditor online (see link above)
7. **Participant** mails "Reimbursement Form" (within 30 days of audit, no later than 12/30/2011) with attachments:
 - a. IRS Form W9
 - b. Invoice from energy auditor
 - c. Proof of Payment (Please note that this is a new. Proof of payment can include a receipt, a copy of the payment check, a bank statement, a credit card receipt, a credit card statement, etc.)
 - d. Building energy policy (if applicable): Attach your building energy policy if you committed to implementing one in question #7 on your application form. Your Notice to Proceed letter will indicate whether you committed to this. We prefer to receive your policy at the time of reimbursement, but it is not required until the final report (#9 below). Below are links to a couple building energy policies. Others may be added to the commercial audit program web site in the future.

- i. AEA's policy: <http://www.akenergyauthority.org/Efficiency/BuildingEnergyUse030-001.pdf>
 - ii. UAA's Energy Policy: http://ehsrms.uaa.alaska.edu/Energy_Policy.pdf
8. **AEA** reimburses eligible expenses to participant within 30 days of receipt of a complete Reimbursement Form.
9. **Participant** completes a follow-up survey or report within 1 year of the audit report date or by August 15, 2012, whichever is sooner. This survey will include updating energy usage from utility bills, indicating which recommendations have been implemented and indicating that your initial commitments made on the application form have been fulfilled. The survey or report form will be developed and provided to you at a later date.

News

To date, approximately 16 applicants have turned in request for reimbursement forms, or their auditor has turned in the energy audit report, or both. Congratulations to those who have completed the audits. According to the estimated energy audit date reported, approximately 60 of the 132 approved buildings have received an energy audit by today. For those who have recently completed the energy audits, please be sure to submit for reimbursement promptly (within 30 days).

Thank you all for taking part in this first Alaska private commercial energy audit program. We look forward to seeing your energy savings and cost savings results. Best wishes for a more energy efficient future!

Sean Skaling
Program Manager
Energy Efficiency and Conservation
Alaska Energy Authority
813 W Northern Lights Blvd.
Anchorage, AK 99503-2495
(907) 771-3079 Direct phone
(907) 771-3000 Main phone
(907) 771-3044 Fax
sskaling@aidea.org
www.akenergyauthority.org
www.akenergyefficiency.org

