

## **Final Report Requirements**

**Executive Summary** - Concisely summarize the Technical Assistance project's intent, findings, recommendations, and economics of the recommendations in narrative format.

**Background** - Provide information about the applicant and the project, such as type of business or organization, average number of employees per location, annual energy costs by fuel type, electric and gas suppliers, and rate tariff.

**Project Description** - Include a description of the project intent, approach, and tasks performed as defined in the project scope.

**Project Results/Recommendations** - Describe the project findings here. Include reasons for recommendations on cost-effective, electrical energy efficiency measures and capital improvements. At a minimum, the recommendations and related economics must be presented. Life-cycle cost or other analyses may also be included, if desired. Final reports should include information on additional potential project benefits, such as increased productivity, job creation or retention, and environmental benefits. Include a qualitative description of other project benefits, such as increased knowledge or information base, comfort, competitiveness, product quality, or energy affordability. Describe the role of NYSERDA funding in making this project possible.

For projects where computer modeling is used, reports must also include: 1) a brief presentation of the manipulations which the program performed; 2) input data for the building and for each ECM should be presented in a manner which allows easy identification of input parameters; 3) clear and precise presentation of the results in both tabular and narrative forms, and; 4) verification that interaction effects were taken into account.

**Appendices** - This section will include supporting documentation for all recommendations not included in the previous section, along with historical energy costs, sample calculations for all ECM's reviewed, assumptions, conversion factors, items included in project implementation costs, and sources of cost estimates, etc.

**Project Summary Sheet** - This one page summary outline is required for all projects (see Appendix B-3). Copies are available online at [http://www.nyserda.org/programs/Technical\\_Assistance/default.asp](http://www.nyserda.org/programs/Technical_Assistance/default.asp). This form provides a simple matrix of the project by summarizing the payback, costs and savings in dollars, therms, MMBtu's, and kWh and kW where appropriate.

**Case Study** - This one-page case study should follow the format of the case study which will be attached to the Purchase Order. Other examples are available online at: [http://www.nyserda.org/programs/Technical\\_Assistance/tasuccess.asp](http://www.nyserda.org/programs/Technical_Assistance/tasuccess.asp). It must include photos and a brief description of the customer, project background, results, and benefits. Photos must be provided in digital and hard copy forms. Digital copies must be high resolution photo suitable for publication (300 dpi at 4"x6" max.). The Applicant agrees that NYSERDA may use the case study and the Final Report to promote successes of this Technical Assistance Program for replication throughout New York State.

**NYSERDA RCx Deficiency Worksheet** - This additional worksheet is required for all retro-commissioning projects. See Appendix E. One worksheet must be completed for each deficiency found and must provide an energy cost/savings associated with the deficiency. These values must be supported in the report by appropriate engineering calculations. Each deficiency must also be included on the required Project Summary Sheet.