

Instructions for DPB Form E-1 Project Energy Profile

This form is used to describe the general scope of work and savings potential of energy projects installed in **existing** facilities. Energy projects include both stand-alone energy projects and the energy portion of larger improvement projects if the energy component represents at least 25 percent of the total project cost.

Prepare a DPB Form E-1 for the following improvement projects:

- Installation or replacement of various energy-related equipment and systems,
- Additions or improvements to electrical, lighting, and auxiliary systems,
- Additions or improvements to heating, ventilating, and air conditioning (HVAC) systems,
- Improvements to the building envelope, such as windows, doors, or insulation, or,
- Installation or expansion of energy management controls systems.

This should not be completed for new construction or acquisition projects.

Questions about completing this form can be directed to C. Robin Jones, at the Department of Mines, Minerals, and Energy's Division of Energy, [(804) 692-3224 or crj@mme.state.va.us].

If you do not have the in-house expertise to complete this form (especially Section B, Items 6, 7, and 8), please contact the Division of Energy at the telephone number above for assistance.

Date the form.

A. General Information

Item 1. **Agency Name.** Enter your agency's name.

Item 2. **Agency Code.** Enter the three digit code for your agency.

Item 3. **Project Title.** Enter the project title.

Item 4. **Building Name.** Enter the name of the building(s) in which the energy project is proposed.

B. Energy Project Information

- Item 1. **Description of the energy component of the project.** Enter a brief description of the proposed scope of work for the energy component of the project.
- Item 2. **Total gross square footage affected by this project.** Enter the total square footage that will be affected by this energy project.
- Item 3. **Primary uses of the building including in this project.** Describe the primary uses of the building or buildings that are part of this project. If there are two or more uses, indicate which is primary.
- Item 4. **Total annual energy cost for this building.** Indicate the total dollars spent on energy in the building during FY 2000, in terms of electricity, other fuel types, and total fuels. Break out the cost by fund source, e.g., general fund dollars, special funds, etc.
- Item 5. **Total energy project cost estimate.** Indicate the energy-related cost of this project, along with the incident costs of materials, labor, engineering and design, and other costs. Other costs can include such things as the services relating to the analysis, design, placement, training, and monitoring of such equipment or systems. Finally, show the total cost for the overall project.
- Item 6. **Projected annual dollar savings.** Indicate the estimated annual dollar savings that are projected to result from implementation of this project. Break out by fund source; e.g., general funds, special funds, federal funds, etc.
- Item 7. **Projected energy savings, in BTUs per square foot per year.** Indicate the estimated annual energy savings that are projected to result from the implementation of this energy project. Convert various units of fuel savings into BTUs. Divide the annual energy savings in BTUs by the gross square footage indicated in Item 2.
- Item 8. **Projected simple payback.** Indicate the number of years it will take to reach the simple payback for this project. Calculate simple payback by dividing **DPB Form E** the cost
of the energy portion of the project, by the estimated annual **November 2000** cost
savings that are projected to result from the energy project.