

Utility Programs for Energy Efficiency Upgrades

A Step-by Step Guide for State Agencies

Connecticut utilities, Eversource and United Illuminating, offer state agencies a unique turn-key program designed to provide cost-effective, energy-saving turnkey services.

The program provides free energy assessments at your facilities to identify efficiency improvements, pricing incentives and rebates on your chosen retrofit measures, and 0% interest financing options that agencies can pay for over time on their electric bills. Agencies are fully authorized to use this program; OPM approval is required for on-bill financing options.

Here are the steps agencies can take to get started:

1

Tell us you're interested in an energy audit.

An agency representative should fill out a [Request Form](#) for each potential property to be audited, and send to LeadByExample@ct.gov. From there, we will start an email communication chain with the right utility points of contact.

2

A contractor is assigned to perform an energy audit at your facility

This audit will identify potential energy conservation measures (ECMs), including an estimate of the measures' implementation costs and projected energy savings.



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3

Contractor assesses facility.

The contractor will follow up with you to schedule this assessment for comprehensive energy-saving opportunities. Once scheduled, a package will be ready for review within 4-6 weeks.

4

Contractor develops Customer Assessment.

The contractor drafts a Customer Assessment that details the list of ECMs found in the energy audit and a detailed cost estimate for implementing recommended ECMs that are on the utility's "fixed pricing" list.

5

Plan for ECMS not on "fixed pricing" list.

For recommended ECMs that are not on the utility's "fixed pricing" list, the agency representative and DAS/Construction Services will need to solicit 3 contractor bids to implement those ECRMs. DAS/Construction Services will work with the sponsoring agency to solicit 3 contractor bids to implement those ECMs.

6

Utility representative reviews Project Approval Package.

Utility representative reviews and approves (or sends back to vendor for modification) the contractor's Project Approval Package within ten (10) Business Day of its completion by the vendor. This package consists of the energy audit findings (Customer Assessment), the Executive Summary of the proposed ECMs, and a Financial Agreement if pursuing on-bill financing.

7

Agency reviews contractor report.

Agency representative reviews contractor report on recommended measures, and selects which ones to implement. Agencies can decide what recommended measures to pursue and if any measures do not move forward, the Project Approval Package will be modified.





8

DEEP and agency representative review Project Approval Package.

DEEP and sponsoring agency approves materials in the Project Approval Package or sends back to utility representative for modification).

9

Agency sends the Project Approval Package with OPM.

Your agency representative sends Project Approval Package with cover page to their OPM Budget Analyst. Within 30 days, OPM budget Analyst and Section Director completes review and will inform state agency of OPM's decision to approve or deny SBEA loan.

10

Execute Financial Agreement and Customer Assessment.

If approved by OPM, your agency can execute the Financial Agreement and Customer Assessment agreement, and provide an approved Project Package to the utility. The contractor, state agency, and utility (UI or Eversource) all sign.

11

Contractor implements ECMs.

Any changes to the scope of the project, must be addressed to the customer for approval, as well as Utilities, before implementing.

12

Let us know how your project went.

Email leadbyexample@ct.gov so we can track your project and make sure you're achieving the savings that were estimated.

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