

2/23/2011

**EXAMPLE Documentation  
for Commercial Preliminary  
Audits**

# To Allocate Money for a Commercial Audit Property...

1st..... Submit a Commercial Property Cover sheet with the below information by: clicking the Button “Click to Allocate Funds for a Rating or Audit” or e-mail to [allocatehero@empowerlouisiana.org](mailto:allocatehero@empowerlouisiana.org)

**SUBMIT EACH COMMERCIAL PROPERTY ALLOCATION REQUEST IN A SEPARATE E-MAIL**  
This will allocate funds for a specific property

2nd..... A CO# will be assigned to the property within 48 to 72 hours and e-mailed back to you. The CO# assigned to the property must be included in the preliminary and final audit documentation when they are submitted

**HERO Cover Sheet Existing Commercial Retrofit**

CO #

Building Category (1 or 2)

Building Size  ft<sup>2</sup>

**1 Open Application/14 Day Funds Obligation**

Rated Property

Zip

City

State

Street Address

Parish

Rater/Auditor

Rater SSN/VIN#

Rater Name

Rater Ph. #

Rater email

Applicant Mailing Address (for rebate check)

Applicant Name

Applicant ID

Phone

Mailing address same as above

Zip

City

State

Street Address

Parish

Rating Softw

Name

Version

Utility Provid

Company

Meter #

Gas / Propane

Electric

**2 Preliminary Audit (6 Month Obligation)**

Proposed Rebate Amount

1 Enter As-Is annual electrical usage

2 Enter As-Is annual gas f usage

3 Convert therms to kWh (line 2 x 29.3)

4 Enter proposed annual electrical usage

5 Enter proposed annual gas f usage

6 Convert therms to kWh (line 5 x 29.3)

7 Annual Savings (line 1-3) minus (line 4-6)

8 % Savings 10% min

9 15 year savings (line 7 x 15)

10 Potential Rebate (line 8 x 0.01)

11 Target Rebate

If line 9 is less than \$5,000 enter the value on line 9, otherwise enter \$5,000

**3 FINAL Audit**

Rebate Amount

1 Enter As-Is annual electrical usage

2 Enter As-Is annual gas f usage

3 Convert therms to kWh (line 2 x 29.3)

4 Enter proposed annual electrical usage

5 Enter proposed annual gas f usage

6 Convert therms to kWh (line 5 x 29.3)

7 Annual Savings (line 1-3) minus (line 4-6)

8 % Savings 10% min

9 15 year savings (line 7 x 15)

10 Potential Rebate (line 8 x 0.01)

11 Target Rebate

If line 9 is less than \$5,000 enter the value on line 9, otherwise enter \$5,000

1. natural gas or propane

**Required Documents**

	Prelim	Final
HERO Cover Sheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
W-9	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tax Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New ENERGY STAR® HVAC Equipment Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>
New NON-ENERGY STAR® HVAC Equipment Form	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SHPO Form	<input checked="" type="checkbox"/>	<input type="checkbox"/> (If Revised)
Commercial Performance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Visual DOE Electrical Use Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Visual DOE Fuel Use Summary Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Visual DOE Energy Cost Summary Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Visual DOE Electronic Files	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Version 2-9-2011

# To Submit a Preliminary or Final Audit for a Commercial Property...

1st..... After conducting the preliminary audit, fill out all of the documentation described in this guide as per the included examples.

After conducting the final audit fill out all of the documentation described in the Commercial Property Final Example Guide as per those included examples.

2nd..... To submit either a preliminary or final audit under the EmPower Louisiana HERO Program, either click the Button on this site titled “Click to Submit a Rating or Audit Under HERO” or e-mail to: [submithero@empowerlouisiana.org](mailto:submithero@empowerlouisiana.org)

Will be automatically assigned when funding is requested for a specific property

If less than 10,000 sq. feet = 1  
 If 10,000 sq. feet or larger = 2  
 If 10,000 sq. feet or larger... audit MUST be performed by an Architect or Engineer

Electrical Use Summary

**Empower Louisiana**  
 LOUISIANA DEPARTMENT OF ENERGY

**1 Open Application/14 Day Funds Obligation**

CO# **CO#9586789**

**Rated Proposal**

Zip: 70001  
 City: New Orleans, Louisiana  
 Street Address: 987 Example Street  
 Parish: Orleans

**Rated Audio**  
 Rater SSN/VIN#: 123-45-6789  
 Rater Name: Joe Auditor  
 Rater Ph. #: 504-111-1111  
 Rater email: joe\_rater@haha.find

**Applicant Mailing Address (for rebate check)**  
 Applicant Name: Joe Smith  
 Applicant Address: 567-45-4545  
 Phone: 504-999-9999  
 Mailing address same as above:

Zip: 70001  
 City: New Orleans  
 State: Louisiana  
 Street Address: 555 Check Street  
 Parish: Orleans

**Rating Software**  
 Name: VisualDOE  
 Version: 4.1  
 Utility Provider: Company  
 Gas / Propane: /  
 Electric: Entergy / 42T-JU678

**2 Preliminary Audit (6 Month Obligation)**

**Proposed Rebate Amount**

1 Enter A/E's annual electrical usage: 103,336 kWh  
 2 Enter A/E's annual gas usage: 4,934 therms  
 3 Convert therms to kWh (line 2 x 29.3): 144,566 kWh  
 4 Enter proposed annual electrical usage: 101,348 kWh  
 5 Enter proposed annual gas usage: 4,318 therms  
 6 Convert therms to kWh (line 5 x 29.3): 126,517 kWh  
 7 Annual Savings (line 1 - 3) minus (line 4 - 6): 20,037 kWh  
 8 % Savings: 10% min: 8.089%  
 9 15 year savings (line 7 x 15): 300,552 kWh  
 10 Potential Rebate (line 8 x 0.01): \$3,006  
 11 Target Rebate: \$3,006  
 If line 9 is less than \$5,000 enter the value on line 8, otherwise enter \$5,000

**3 FINAL AUDIT**

**Rebate Amount**

1 Enter A/E's annual electrical usage: kWh  
 2 Enter A/E's annual gas usage: therms  
 3 Convert therms to kWh (line 2 x 29.3): kWh  
 4 Enter proposed annual electrical usage: kWh  
 5 Enter proposed annual gas usage: therms  
 6 Convert therms to kWh (line 5 x 29.3): kWh  
 7 Annual Savings (line 1 - 3) minus (line 4 - 6): kWh  
 8 % Savings: 10% min: kWh  
 9 15 year savings (line 7 x 15): kWh  
 10 Potential Rebate (line 8 x 0.01): kWh  
 11 Target Rebate: kWh  
 If line 9 is less than \$5,000 enter the value on line 8, otherwise enter \$5,000  
 1. natural gas or propane

Building Size:  ft<sup>2</sup>

**HERO Cover Sheet**

Existing Commercial Retrofit	Prelim	Final
HERO Cover Sheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
W9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tax Letter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New ENERGY STAR® HVAC Equipment Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New NON-ENERGY STAR® HVAC Equipment Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SHOP Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Commercial Performance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Visual DOE Electrical Use Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Visual DOE Fuel Use Summary Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Visual DOE Energy Cost Summary Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Visual DOE Electronic Files	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Where Check will be mailed. Can be different than Rated Address. (Info from W9)

If the check mail to address is the same as the rated property address simple check this box instead of filling in the same info

List of all documents submitted with a Commercial Property Preliminary



CO# **CO#9586789**

Dear HERO Participant,

Congratulations on your decision to participate in the HERO Program. Whether you are participating in the **New Homes, Existing Homes, or Existing Commercial Retrofit** program, your participation will benefit you in saved utility bills and greater comfort long after any rebate that you receive for making your home or commercial building more energy efficient is gone.

**Participation Guidelines**

Participation in the HERO program is governed by the guidelines for each program and the accompanying ARRA Requirements. By signing this letter you are agreeing to abide by the stated guidelines and requirements:

- EmPower Louisiana HERO–**New Homes** Program Guidelines
- EmPower Louisiana HERO–**Existing Home** Program Guidelines
- EmPower Louisiana HERO–**Commercial Buildings Retrofit** Program Guidelines
- EmPower Louisiana HERO–**ARRA Requirements**

Rules, guidelines, and procedures for the HERO Program are subject to change without notice. The guarantee that your home or commercial building will be processed under the program only occurs once the HERO Program receives a preliminary rating for your home or commercial building, as submitted by a HERO-Certified Energy Rater or Energy Auditor. Your rebate will be based upon the guidelines that are in place at the time that the HERO Program receives your preliminary rating or audit.

**Rebates are Taxable**

All rebate amounts currently will be taxable although we have applied to the IRS for a declaration that this award be nontaxable. Should the IRS reverse their decision on taxing this cash rebate, you will not receive a 1099 for this rebate amount in the upcoming tax season. Please save this notification with your tax information for the upcoming tax season. For complete guidelines and additional information for the HERO Program website (<http://www.EmPowerLouisiana.org>) or contact the HERO program hotline at 1-877-319-1368.

**Consent to Audit**

By participating in this program you consent to a possible follow up rating/audit within a three year period from the time of the rebate check date. You will be notified in advance, to schedule a time at your convenience, should your home/commercial building be randomly selected for such an audit. Thank you for your participation.

<b>Joe Smith</b>	<i>Joe Smith</i>	<b>4/23/10</b>
<i>Participant Full Name</i>	<i>Participant Signature</i>	<i>Date</i>
<b>987 Example Street</b>	<b>New Orleans,</b>	<b>LA</b>
<i>Rated/Audited Property Address</i>	<i>City</i>	<i>State</i>
		<b>70001</b>
		<i>Zip</i>

# Filled out by the homeowner

# Submitted by the Rater

## Form W-9

Name of the Person submitting the W-9  
**ONLY ONE PERSON'S NAME SHOULD BE HERE AS IT OFFICIALLY APPEARS IN CONNECTION WITH THE PROVIDED SSN** - not Jonathan and Mary Doe

For businesses - a person's name does not have to be provided HERE (unless sole proprietor) **BUT SOME ONE MUST SIGN IT HERE**

**PLEASE PRINT NAME LEGIBLY AFTER**

If for a business fill in this blank  
If for an individual leave this blank

Check the appropriate box here

Address where CHECK is to be sent

If furnishing a SSN fill it in HERE

If furnishing a EIN fill it in HERE

Individual Signs it - Prints the name that is signed next to it - and dates it HERE

Form **W-9**  
(Rev. November 1999)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

Business name, if different from above. (See Specific Instructions on page 2.)  
**"We Stock Anything" Hardware**

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other

Requester's name and address (optional)  
**Joe Smith**

City, State, and Zip code  
**987 Example Street  
New Orleans, LA 70001**

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.  
**Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.**

Social security number  
**567-45-4545**

OR

Employer identification number  
**72-123456**

**Part II For Payees Exempt From Backup Withholding** (See the instructions on page 2.)

Use account number(s) here (optional)

**Part III Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by my Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

**Certification instructions:** You must check out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Signature **Joe Smith**

Date **3/23/2010**

What is backup withholding? Persons **Joe Smith**

5. You do not certify to the requester

**Although there is no space provided for it on the form - provide the phone # of the (individual / business) and (parish) Being mailed to HERE**

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect. **Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$200 penalty. **Criminal penalty for falsifying information.** Willfully falsifying certification or affirmations may subject you to criminal penalties including fines and/or imprisonment. **Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Cat. No. 10231X

Ph # **(504 999 - 9999 Orleans Parish**

Form **W-9** (Rev. 11-99)

CO # **CO#9586789**

HERO  
Commercial Performance

**Rated Property**

Zip **70001**  
 City **New Orleans**  
 State **Louisiana**  
 Street **987 Example Street**  
 Parish **Orleans**

Suggested Improvement Option	Existing Values	Proposed Option	Actual
Lights			
Equipment			
Cooling	<b>8.5 EER</b>	<b>14 EER</b>	
Infiltration			
Heating			
Hot Water	<b>60% AFUE</b>	<b>72% AFUE</b>	
Lighting Power Density			
Equipment Power Density			
Windows/Film			
Ceiling/Wall Insulation			
Other			

**Notes**

HERO Certified Energy Auditor OR Engineer (P.E. March 2014) Applicant

  

**Joe Rater** License # **125/10**

Signature:  Date:  **X**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Preliminary**

Notes: Every effort has been made to provide accurate information on this form based on the professional judgment of the Energy Auditor at the time of the rating. No warranty as to specific energy performance is expressed or implied by the information on this form. 1. Applicant signature required only for final rating.

**Project Information**

Name: Joe Smith  
 Address: 987 Example Street New Orleans, LA 70001  
 Description: "We Stock Anything" Hardware  
 Analysis done by: mwb @ LDNR, Technology Assessment Division  
 Weather File: Cz04rv2  
 Project File: c:\documents and settings\ladnr\desktop\buddys folder\sample project.gph  
 Calculation Engine: DOE-2.1E-119

**Electrical Use Summary**

Alternative	Lights	Equipment	Cooling	Fans	Total
<b>Electrical End-use Totals (kWh)</b>					
Base Case	73,637	6,818	14,210	8,671	103,336
Alternative one	73,637	6,818	12,222	8,671	101,348
<b>Incremental Electrical Savings (kWh)</b> <small>(compared with previous alternative, negative savings represent increases)</small>					
Alternative one	0	0	3,480	0	1,988

**This Report produced by  
 Visual DOE Software**

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**Fuel Use Summary**

<u>Alternative</u>	<u>Heating</u>	<u>Hot Water</u>	<u>Total</u>
<b>Fuel End-Use Totals</b>			
Base Case - Natural Gas (Therm)	4,034	900	4,934
Alternative one - Natural Gas (Therm)	3,418	900	4,318
<b>Incremental Fuel Savings</b> <small>(compared with previous alternative, negative savings represent increases)</small>			
Alternative one - Natural Gas (Therm)	998	0	616

**This Report produced by  
Visual DOE Software**

**Energy Cost Summary (\$/y)**

Alternative	Total Electric	Total Fuel	Total Utility	Incremental First Cost	PV Life Cycle Cost*
<b>Total Energy Cost (\$/y)</b>					
Base Case	\$11,367	\$3,266	\$14,633	\$0	\$182,360
Alternative one	\$11,140	\$2,950	\$14,001	\$0	\$175,248
<b>Incremental Energy Cost Savings (\$/y)</b> <small>(compared with previous alternative, negative savings represent increases)</small>					
Alternative one	\$227	\$316	\$632	\$0	\$7,112

\* 20 year life cycle w/ 5% discount rate.

**This Report produced by  
Visual DOE Software**