

## EESI ONLINE APPLICATION REQUIRED INFORMATION CHECKLIST

The checklist, below, lists the information you will need in order to complete and submit your EESI online application (OLA), as well as the documents that must be uploaded. Please note that the OLA process allows you to save your work at any point and return to the application at a later time to complete it, if needed.

<input checked="" type="checkbox"/>	Required Information	OLA Page
<b>Customer Information</b>		
<input type="checkbox"/>	Customer Contact: <ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> <li>• Title</li> <li>• Email</li> <li>• Primary Phone</li> </ul>	Customer Information
<input type="checkbox"/>	Company/School Name	Customer Information
<input type="checkbox"/>	Company/School Address: <ul style="list-style-type: none"> <li>• Street</li> <li>• City</li> <li>• State</li> <li>• Zip Code</li> </ul>	Customer Information
<input type="checkbox"/>	Have an Energy Manager? If <b>Yes</b> , the following information is required: <ul style="list-style-type: none"> <li>• Energy Manager First Name</li> <li>• Energy Manager Last Name</li> <li>• Title</li> <li>• Email</li> <li>• Primary Phone</li> </ul>	Customer Information
<input type="checkbox"/>	Have a Preferred Partner Network (PPN) selected for the project? If <b>Yes</b> , the following information is required: <ul style="list-style-type: none"> <li>• PPN Company Name</li> <li>• Contractor First Name</li> <li>• Contractor Last Name</li> <li>• Email</li> <li>• Primary Phone</li> </ul>	Customer Information
<b>Site Information – Applications must have at least 1 Site</b>		
<input type="checkbox"/>	Site Name	Site Information
<input type="checkbox"/>	Site Address: <ul style="list-style-type: none"> <li>• Street</li> <li>• City</li> <li>• State</li> <li>• Zip Code</li> </ul>	Site Information
<input type="checkbox"/>	Site County	Site Information
<input type="checkbox"/>	Site Contact Information: <ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> <li>• Email</li> <li>• Primary Phone</li> </ul>	Site Information
<input type="checkbox"/>	Is the Site information in ENERGY STAR® Portfolio Manager?	Site Information
<input type="checkbox"/>	Are you tracking this site's energy usage and cost?	Site Information
<input type="checkbox"/>	Local Power Company	Site Information
<input type="checkbox"/>	Facility Type	Site Information
<input type="checkbox"/>	Site Square Footage	Site Information
<input type="checkbox"/>	Annual Electricity Use (12 months)	Site Information

<input checked="" type="checkbox"/>	<b>Required Information</b>	<b>OLA Page</b>
<input type="checkbox"/>	Electricity Cost/Unit (kWh)	Site Information
<input type="checkbox"/>	Have annual Natural Gas usage? If <b>Yes</b> , the following information is required: <ul style="list-style-type: none"> <li>Unit (btu, cubit feet, Ccf, Mcf, or therms)</li> <li>Cost/Unit</li> </ul>	Site Information
<input type="checkbox"/>	Have annual Propane usage? If <b>Yes</b> , the following information is required: <ul style="list-style-type: none"> <li>Unit (cf, pounds, or gallons)</li> <li>Cost/Unit</li> </ul>	Site Information
<b>Project/Measure Details – Each Site must have at least 1 Measure</b>		Measures
<input type="checkbox"/>	Measure Type / Measure	Measures
<input type="checkbox"/>	Project (Measure) Description	Measures
<input type="checkbox"/>	Estimated Annual Electricity Usage (kWh)	Measures
<input type="checkbox"/>	Have estimated annual Natural Gas usage? If <b>Yes</b> , the following information is required: <ul style="list-style-type: none"> <li>Estimated annual Usage/Unit</li> <li>Unit (btu, cubit feet, Ccf, Mcf, or therms)</li> </ul>	Measures
<input type="checkbox"/>	Have estimated annual Propane usage? If <b>Yes</b> , the following information is required: <ul style="list-style-type: none"> <li>Estimated Annual Usage/Unit</li> <li>Unit (cf, pounds, or gallons)</li> </ul>	Measures
<input type="checkbox"/>	Total Material Cost (materials and labor) for the project/measure	Measures
<b>Required Documents for upload:</b>		
<input type="checkbox"/>	Building Models And Baseline Data	Documents
<input type="checkbox"/>	Cashflow Analysis	Documents
<input type="checkbox"/>	Cost Benefit Analysis	Documents
<input type="checkbox"/>	EE Upgrades Description	Documents
<input type="checkbox"/>	EESI Minimum Loan Requirements Checklist	Documents
<input type="checkbox"/>	Energy Calculations With Baseline Assumptions/Normalized Data	Documents
<input type="checkbox"/>	Engineering Calculations for EE Savings	Documents
<input type="checkbox"/>	Executive Summary	Documents
<input type="checkbox"/>	Investment Grade Audit Report	Documents
<input type="checkbox"/>	Photometric Reports	Documents
<input type="checkbox"/>	Steps to Implement Project	Documents
<b>Terms and Conditions:</b>		
<input type="checkbox"/>	Confirm acceptance of rules of the Energy Efficient Schools Council, Chapter 0520-13-01, Energy Efficient Schools Loan Program	T&Cs