

# CIP Measurement and Verification Post-Project Reporting Form

v. 1.0, April 2008

Adapted from FEMP *Post-Installation Report Outline*, v. 1.0, Nov. 2004

**Utility:**

**Date:**

**Project Identifier:**

(Provide the unique identifier assigned to the project on the M&V Plan.)

## **Contact Information**

**Name:**

**Email:**

**Phone:**

## **1 Executive Summary**

### **1.1 Brief Project and ECM Descriptions**

1.1.1 Provide an overview of what was done and how savings are generated.

1.1.2 Note any changes to the project from what was described in the M&V Plan.

### **1.2 Proposed and expected annual energy and cost savings**

1.2.1 Summarize information in Tables 1 and 2.

### **1.3 M&V Budget**

1.3.1 Provide the total budget for M&V, specifying estimated equipment and labor costs.

1.3.2 Provide the total M&V costs as a percentage of the annual energy cost savings to the customer.

### **1.4 Status of Incentives**

1.4.1 Specify incentives paid or to be paid to the customer.

**Table 1. Proposed annual savings**  
[Savings estimated pre-project]

ECM	Annual electric energy savings (kWh)	Annual electric demand savings (kW)	Annual natural gas savings (MCF)	Total annual energy cost savings (\$)	Annual O&M savings (\$)	Other cost savings (\$)	Total annual cost savings (\$)
<b>Totals</b>							

**Table 2. Expected annual savings**  
[Estimated savings based on M&V activities]

ECM	Annual electric energy savings (kWh)	Annual electric demand savings (kW)	Annual natural gas savings (MCF)	Total annual energy cost savings (\$)	Annual O&M savings (\$)	Other cost savings (\$)	Total annual cost savings (\$)
<b>Totals</b>							

## **2 ECM [Name / #] M&V Activities and Expected Annual Savings**

- Develop section for each ECM

### **2.1 Overview of ECM, M&V Plan, and Savings Calculation for ECM**

2.1.1 Summarize the scope of work and how savings are generated.

2.1.2 State M&V Option used (No. 1, 2, or 3).

2.1.3 Provide an overview of M&V activities for ECM.

- Explain the intent of M&V plan, including what is being verified.

2.1.4 Provide an overview of savings calculation methods for ECM.

- Provide a general description of analysis methods used for savings calculations.

### **2.2 Post-Installation M&V Activities Conducted**

- Detail measurements and monitoring conducted in accordance with M&V Plan:

2.2.1 Details of sampling plan (if applicable)

2.2.2 Include all post-installation measured values. Include periods of monitoring and durations and frequency of measurements. (Use appendix if necessary; electronic format preferred). Include description of data format (headings, units, etc.).

### **2.3 Expected Annual Savings Calculation and Methodology**

2.3.1 Provide detailed description of analysis methodology used.

- Describe any data manipulation or analysis that was conducted prior to applying savings calculations.

2.3.2 Detail all assumptions and sources of data, including all stipulated values used in calculations.

2.3.3 Include equations and technical details of all calculations made. (Use appendix; electronic format preferred.) Include description of data format (heading, units, etc.).

2.3.4 Details of any baseline or savings adjustments made.

2.3.5 Detail expected annual savings for this ECM.

- Summarize information in Table 3.

**5. Certification Statement (Option No. 1 Only)**

- For projects using Option No. 1 (Third-party Engineering Review), an independent, licensed Professional Engineer must perform an on-site investigation and attach a signed statement certifying that all stipulated parameters and engineering calculations are reasonable, accurate, and in accordance with generally accepted engineering principles to the best of his or her knowledge.

**6. Additional Analysis**

- If measured energy savings for the project are less than 90% of the proposed savings submitted in the M&V Plan, attach results of the Societal benefit-cost test using the measured savings and actual costs.

**Table 3. Expected Annual Savings for ECM [Name / #]**

	Annual electric energy savings (kWh)	Annual electric demand savings (kW)	Annual natural gas savings (MCF)	Total annual energy cost savings (\$)	Annual O&M savings (\$)	Other cost savings (\$)	Total annual cost savings (\$)
Baseline use							
Post-installation use							
<b>Savings</b>							