

The following requirements apply to all CDFA CDBG, Tax Credit and Clean Energy Fund applications. These policies apply to any project proposing a physical alteration to existing energy systems (building envelope, mechanical systems, lighting, etc.) or for new construction (includes additions and “gut” rehabs).

**Intent:** Projects will complete appropriate evaluation of comprehensive energy opportunities prior to, or concurrent with, the planning/design of the project in order to inform a design that: 1) reduces future operating and maintenance costs; 2) improves occupant comfort and health; and/or 3) improves facility durability.

**Exceptions:** A [Waiver Request Form](#) should be submitted prior to application for projects not impacting any energy-related building system. Projects that will not complete their requirements prior to application must include a plan and timeline for meeting the requirements in their application energy narrative. CDFA will consider any exceptions or adjustments on a case-by-case basis.

**Note:** *Italicized* Terms are defined below.

<b>Alterations or New Construction</b>	
<b>Requirements</b>	<i>Level II Energy Audit</i> <sup>1</sup> or <i>Energy Design Charrette</i> if project impacts any energy-related building system <b>Timeframe:</b> <i>Application threshold</i>
	Documented consultation with appropriate utilities for incentives <sup>2</sup> <b>Timeframe:</b> <i>Application threshold</i>
	Implementation must meet Current NH State Energy Code
<b>Recommendations</b> (may improve scoring or likelihood of full award)	Project incorporates reasonable recommendations from <i>Energy Audit</i> that exceed current NH State Energy Code
	High performance construction (LEED, Energy Star, Passive House, or Net Zero)
	<i>Commissioning</i> of any new energy system
	<i>Building Electrification</i>
	Installation of Solar Photovoltaics
<b>Water/Wastewater Projects</b>	
<b>Requirements</b>	<i>Energy Audit</i> <sup>3</sup> <b>Timeframe:</b> <i>Application threshold</i>
	Documented consultation with appropriate utilities for incentives <b>Timeframe:</b> <i>Application threshold</i>

<sup>1</sup> Consists of an ASHRAE Level II Energy Audit completed by Accredited Energy Professional or Organization.

<sup>2</sup> Documentation of Consultation with utilities includes a copy of email communications about the project or a document committing incentives.

<sup>3</sup> Level I or Level II Energy Audit as recommended by an *Accredited Energy Professional or Organization*.

## TERMS

**Accredited Energy Professional or Organization:** Work must be completed or signed off by a professional with one of the following designations appropriate to the work being completed, and with experience having completed at least two ASHRAE Level II energy audits: Professional Engineer (PE), Certification from the Association of Energy Engineers (AEE), or certification from the Building Performance Institute (BPI).

**Application Threshold:** Must be included as part of the initial application submittal.

**ASHRAE Level I Energy Audit:** Includes interviews, a preliminary energy use analysis and a walkthrough of the facility. A preliminary report details low-cost/no-cost measures, areas of concern, and potential capital improvements for further study. This level of detail is adequate for prioritizing energy efficiency projects and to assess whether a more detailed audit is necessary.

**ASHRAE Level II Energy Audit:** This includes the ASHRAE Level I analysis, but adds detailed energy calculations and financial analysis of proposed energy efficiency measures. Energy consumption is broken out by end-use, identifying areas which present the greatest efficiency opportunities. Utility rates are analyzed to determine if there are rate change opportunities. Key building representatives are interviewed for insights into building operational characteristics, potential problem areas, and to define financial and non-financial goals of the audit. This level of detail is adequate to justify project implementation.

The term “Energy Audit” in CDFA’s policy refers to an ASHRAE Level II Energy Audit unless otherwise specified.

**Building Electrification:** Converting building systems that use fossil fuels (gas, oil, or propane) to high efficiency electric equipment (i.e. air source heat pump) that can be powered by increasingly clean and renewable electricity. This can also include conversion of inefficient electric heating technologies to high-efficiency heating technologies.

**Commissioning:** A process that verifies and documents that the selected building systems have been designed, installed, and function according to the owner's project requirements and construction documents, and to minimum code requirements. Refers to the 2015 International Energy Conservation Code (IECC) requirement for Building Commissioning (Section C408 - System Commissioning) that was amended from the 2015 NH State Energy Code. Occupants must be trained on the Commissioning Plan and system operation.

**Energy Design Charrette:** Consists of a meeting of the design team and utility representative(s) to discuss energy efficiency opportunities and potential incentives.

## ENERGY POLICY CONTACTS

Utility Contacts and Energy Consultants Contact list: <https://resources.nhcdfa.org/wp-content/uploads/2021/11/CDFA-Clean-Energy-Resources-Energy-Auditor-List-and-NHSaves-contacts.pdf>.