

# Incentivized ASHRAE Audit Contractor Application

NV Energy offers an incentive to commercial customers who complete an American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE) Level 2 or higher audit. The intent of the service is to encourage commercial customers to seek deeper energy savings for their facility. To ensure the upmost quality of service is provided to NV Energy customers, contractors must complete this application to be approved as an authorized contractor to perform an ASHRAE Level 2 or higher audit for NV Energy commercial customers. An ASHRAE Level 1 audit, which is considered a “simple audit”, “screening audit” or “walk-through audit” by ASHRAE standards will not be incentivized under commercial energy services.

## ASHRAE Level 2 or Higher Audits

Authorized contractors are generally expected to provide the following: an evaluation of the buildings energy systems in detail, an analysis of energy consumption to quantify base loads, seasonal variation, and effective energy costs. The audit may include an evaluation of lighting, air quality, temperature, ventilation, humidity, and other conditions that may affect energy performance and occupant comfort. The contractor is expected to host detailed discussions with the building Ownership, Management, and Occupants to explore potential problem areas, and clarify financial and non-financial goals of the energy management plan. The contractor should also identify energy savings opportunities that align with incentives offered by commercial energy services and assist customer with application preparation, to include required calculations for proposed energy savings measure(s) if applicable.

## Requirements to become an Authorized Contractor:

In order to join the contractor network to provide ASHRAE Level 2 or higher audits, the applying business must meet or exceed the following minimum requirements:

1. A minimum of ten (10) years of experience preparing ASHRAE Level 2 or higher audits.
2. Must be properly licensed and insured in the state of Nevada, able to perform all services associated with the audit.
3. Provide examples of three (3) ASHRAE Level 2 or higher audit proposals and complete audit reports.
4. Provide three (3) customer references.
5. Provide a company bio.
6. Must have a registered Professional Engineer on staff charged with final review and approval of the ASHRAE Level audit.
7. Complete at least one audit within the first six months and at least two audits per year thereafter to remain in the contractor network authorized to provide ASHRAE Level 2 or higher audits.

## Audit Report/Support Requirements:

- Include estimates for the low-cost and no-cost savings available to the customer.
- Identify the baseline energy usage for each system and/or measure identified.
- Develop a technical appendix for measures identified, provide assumptions, data, calculations and energy savings.
- Recommend measurement and verification (M&V) methods
- Calculate detailed end-use breakdowns.
- Estimate capital project costs and savings.
- Complete building description and equipment inventory.
- Document general description of considered measures..
- Perform financial analysis of recommended Energy Efficiency Measures (EEMs).
- Provide estimated savings from utility rate change and summarize utility data.
- Completed audit report must include program incentives associated with energy saving recommendations
- Express a building's energy use as a function of its size or other pending characteristics, and estimate savings if the energy use intensity were to meet target. Compare the Energy Use Intensity (EUI) in units of kBtu/ft<sup>2</sup>. (i.e. benchmarking).
- Provide customer support to develop and complete the NVE Commercial Energy Services applications including all calculations needed to qualify for an incentive.



**To Apply:**

Return the completed forms to [commercial@nvenergy.com](mailto:commercial@nvenergy.com).

The commercial energy services team will review all applications to verify the information provided. A team member will reach out to the point of contact listed on the application if any information is missing or inadequate. You will be notified via email when your application is approved.

**Important:** Any company found to be misrepresenting themselves or misusing NV Energy materials and services will be removed from the ASHRAE Audits Provider Network.

**CONTRACTOR BUSINESS INFORMATION**

DBA (if applicable)			COMPANY PRIMARY CONTACT
COMPANY NAME			TITLE
ADDRESS			PHONE
CITY	STATE	ZIP	EMAIL
PHONE	FAX		COMPANY PRESIDENT/OWNER
WEBSITE			YEARS IN BUSINESS

**ADDITIONAL CONTACT INFORMATION**

CONTACT NAME	POSITION	PHONE (if different from company)	EMAIL
CONTACT NAME	POSITION	PHONE (if different from company)	EMAIL
CONTACT NAME	POSITION	PHONE (if different from company)	EMAIL
CONTACT NAME	POSITION	PHONE (if different from company)	EMAIL
CONTACT NAME	POSITION	PHONE (if different from company)	EMAIL

If more space is needed, please attach a second sheet.

**LICENSES AND SERVICES**

List all professional licenses or certifications held by your firm and individuals within your firm (use additional paper if necessary):

License # / Certification	Issued To	Class	Description	Expiration Date

## PROFESSIONAL REFERENCES

Please provide three (3) professional references. To expedite your application, include an email address with the contact information.

### PROFESSIONAL REFERENCE 1

CONTACT NAME	BUSINESS NAME
PHONE	ADDRESS
EMAIL	CITY/STATE/ZIP

### PROFESSIONAL REFERENCE 2

CONTACT NAME	BUSINESS NAME
PHONE	ADDRESS
EMAIL	CITY/STATE/ZIP

### PROFESSIONAL REFERENCE 3

CONTACT NAME	BUSINESS NAME
PHONE	ADDRESS
EMAIL	CITY/STATE/ZIP

Number of years your company has performed ASHRAE Level 2 Audits? \_\_\_\_\_ years

Please provide three (3) examples of ASHRAE Level 2 Audit proposals and Audit Reports prepared by your company.

\_\_\_\_\_  
PREPARED FOR

\_\_\_\_\_  
PREPARED FOR

\_\_\_\_\_  
PREPARED FOR

I (or an employee of my company)  have attended OR  will attend the Orientation:

ATTENDEE	DATE ATTENDED	LOCATION

By signing below, the Company agrees to offer and provide services in accordance with the Incentivized ASHRAE Audit Contractor Network Application and certifies that the above information is correct and properly represents the Company.

NAME	SIGNATURE	DATE

Submit the Incentivized ASHRAE Audit Contractor Network Application via e-mail [commercial@nvenergy.com](mailto:commercial@nvenergy.com).  
For questions call the commercial energy services team at 1-800-342-6335.