



SOUTH CAROLINA ENERGY OFFICE

Energy Technical Assistance Program (ETAP) Program Overview*

Through the Energy Technical Assistance Program (ETAP), the South Carolina Energy Office now provides energy assessments, energy audits and other technical assistance for public, non-profit and private, for-profit and agricultural entities, helping them identify ways to operate with greater energy efficiency.

Organizations that own their facility and can provide records of energy bills for the past year may be eligible to receive an energy assessment and other technical assistance on energy-related issues. These services will be provided by the Energy Office through a team of energy consultants made available through an application process.

Funding Availability:

A total of \$1.7 million is being made available for this program through the Energy Efficiency and Conservation Block Grant program of the American Recovery and Reinvestment Act of 2009 (ARRA). Eligible applicants are able to choose among various types of energy studies. The Energy Office will cover the entire cost of an energy assessment walk-through which includes general recommendations to improve operations. Energy audits, which are a more comprehensive study of an organization's facility, may require an initial match in some cases. Specialized technical assistance on other energy-related matters can also be provided and will be evaluated on a case-by-case basis.

Eligible Entities:

- Public entities (state agencies, local governments, public school districts, public colleges and universities)
- Non-profits (including private colleges and universities)
- Private, for-profit entities (including commercial, small industrial – defined as entities with <\$2million annual energy bill)
- Agricultural entities

Application Process:

Eligible entities will submit an application to the South Carolina Energy Office for approval.

- Energy assessment: Once approved, the applicant may select an energy consultant from the SCEO-approved list of energy consultants to perform the assessment. If the applicant chooses not to select an energy consultant, the SCEO will select an energy consultant from the SCEO-approved list of energy consultants. The energy assessment will be provided at no cost to the applicant. (For the purpose of this program, energy assessments will be defined as Level I - Walk-Through Analysis, per ASHRAE's *Procedures for Commercial Building Energy Audits*.)
- Energy audit services: Once approved, the applicant may select an energy auditor from the SCEO-approved list of energy auditors. If the applicant chooses not to select an energy auditor, the SCEO will select an energy auditor from the SCEO-approved list of energy auditors. Energy audits may require an

initial match in some cases. (For the purpose of this program, energy audits will be defined as Level II - Energy Survey and Analysis and Level III – Detailed Analysis of Capital-Intensive Modifications per ASHRAE's *Procedures for Commercial Building Energy Audits*.)

- Other technical assistance services: Once approved, the applicant may select an energy professional from the SCEO-approved list of energy consultants. If the applicant chooses not to select an energy consultant, the SCEO will select an energy consultant from the SCEO-approved list of energy consultants.

Additional Applicant Requirements:

Applicants will be required to report actual or estimated energy savings to SCEO, along with other information, depending on the type of assistance provided.

Approval Process:

- The SCEO's ETAP Review Team will review each application to determine that an assessment, audit or other technical assistance can address the needs identified in the applicant's Statement of Needs.
- Upon approval of application, SCEO will contact applicant for additional information to further identify the specific type of assistance or service to be provided.
- SCEO will issue a Delivery Order to the energy consultant, who will work with the applicant to develop a scope of work for the service or technical assistance to be provided. Upon review and approval by the SCEO ETAP Review Team, the Delivery Order will be signed and work will begin.

Program Parameters:

For the purpose of equity among applicants, the SCEO ETAP Review Team has the authority to ensure that those projects deemed to have the greatest need for energy technical assistance receive the assistance. Also, the SCEO ETAP Review Team has the authority to approve or reject any project based on cost, scope, availability of funding and equitable distribution of funding among projects. With limited funding allocated to ETAP, no approved energy consultant is guaranteed work under this program and no applicant is guaranteed technical assistance. Finally, procurement rules for all relevant entities must be followed.

Additional Program Information:

For additional information about this program, contact Catherine Vanden Houten at the South Carolina Energy Office at cvandenhouten@energy.sc.gov or (803) 737-9852.

* Please note that this program is still under development and that the above overview is subject to revision.