Overview

The Huntsville Better Buildings Challenge, a joint effort of the Alabama Center for Sustainable Energy, Energy Huntsville, and Avion Solutions, will establish a public-private partnership to develop and lead the Huntsville Better Buildings Challenge (BBC), an initiative to engage local building owners and operators, encouraging them to reduce their energy and water consumption in accordance with the Community’s energy and environmental goals. The Mayor’s Office of Sustainability championed the initiative which is aligned with Huntsville’s sustainability Report, Green 13 Sustainability Report, released in the spring of 2010. The Alabama Center for Sustainable Energy and Nexus Energy, two non-profit companies, and the Energy Huntsville initiative, a collaborative group of Huntsville business leaders, property owners, and institutions committed to enhancing the environmental sustainability and economic vitality of the Huntsville Community, were the city’s primary partners in developing and implementing the Huntsville Better Buildings Challenge.

The purpose of this broad community initiative is to challenge community businesses to contribute to Huntsville’s goals of reducing energy and water consumption by at least 20% by 2020 and help the community become one of the country’s 10 most sustainable areas. Building owners and managers join the Huntsville Better Buildings Challenge by pledging to save energy and water in their selected buildings. In return, the Huntsville Better Buildings Challenge team will work with participants to provide incentives such as free building assessments, energy efficiency implementation technical assistance, education and training courses, access to project financing opportunities, and public recognition.

This Playbook has been designed along the lines of the Better Buildings Challenge State, Municipal and Community Partners documentation guidelines. This document will cover the following sections: Policies, Partnerships, Outreach, Data Management, Technical Resources, Financing, and Public Recognition. Each section includes tools where appropriate to be used to accomplish the objectives of this effort.

Policies

In 2009-2010, Huntsville’s Operation Green Team developed and released their first sustainability report, Green 13 Sustainability Report. The report focuses on continuous improvement in sustainability practices through policies and activities that balance economic growth with environmental protection, while being mindful of social justice. Green 13 Sustainability Report laid out a plan for continuous improvement in sustainability practices. The plan outlined key action areas, including municipal energy reduction. Over the past four years, the Operation Green Team office has been diligently working to improve community awareness of Energy efficiency and implementing many of the opportunities outlined in the Green 13 Sustainability report.

Tools Green 13 Sustainability: http://www hsvcity com/green/
Partnerships

Through the Huntsville Better Buildings Challenge, Huntsville brings together a network of partners that provide services to participating building owners and managers, ranging from free building assessments, to access to data and energy service providers.


Private and Non-Profit Partners – Private and nonprofit partners provided the Huntsville Better Buildings Challenge participants with a free energy and water assessment, energy efficiency implementation technical assistance, a streamlined means for sharing their energy data, and education and training opportunities. Huntsville also utilized its private and nonprofit partners to market the initiative. For example, the Nexus Energy Group, the Alabama Center for Sustainable Energy and the Energy Huntsville Initiative provide space for announcement and newsworthy articles on their website where appropriate.

Service Providers – Huntsville is working to lower transaction costs and simplify the delivery of energy services by connecting owners and managers with energy service providers. This streamlined approach will provide a clear pathway for building participants to pursue energy efficiency projects and will reduce the overhead costs for building owners. Huntsville Utilities works in partnership with the Tennessee Valley Authority to provide a Comprehensive Services Program. This program helps businesses to reduce energy consumption and to operate more efficiently.

Sponsorships – Huntsville attracts sponsorships from organizations offering financial and in-kind services support. Huntsville provides potential sponsors with a sponsorship proposal that explains the Huntsville Better Buildings Challenge, lists the participating local building owners, outlines the initiative’s communication channels and audience reach, and presents sponsorship levels and benefits.

Tools:
Huntsville Better Buildings Challenge Contributing Sponsorship Proposal (Future TBD)
Huntsville Better Buildings Challenge Founding Partners
Huntsville Better Buildings Challenge Endorsements
Outreach

Huntsville uses a multi-pronged outreach approach to develop, establish, and market the Huntsville Better Buildings Challenge. Huntsville convenes meetings to develop the initiative, establishes a dedicated Huntsville Better Buildings Challenge website, creates marketing materials for interested participants, and designs public relations materials to inform the press and public about the initiative.

**Convening Meetings** – The Energy Huntsville initiative holds monthly meetings that focus on program development and also provides a forum for subcommittees to report on their activities. The subcommittees are comprised of individuals from partner organizations and execute various components of the Energy Huntsville initiative including: marketing/branding, identification of energy-related business opportunities, technical/benchmarking, ESCOs/utilities, finance, and education/training. In addition, Huntsville will hold quarterly Orientation Meetings for participants in the Huntsville Better Buildings Challenge initiative, as well as various other events, to connect vendors and property owners.

**Website** – Huntsville will develop a website dedicated to the Huntsville Better Buildings Challenge that provides information about the initiative as well as a list of resources, events, and projects.

**Marketing Materials** – In addition to a logo, Huntsville created an information package available on their Energy Huntsville initiative website that provides helpful documents for interested participants, including: an introduction letter and a program overview. Future additions will include a sample audit, a commitment agreement form, and a power and water billing history release form.

**Public Relations Materials** – The Huntsville Better Buildings Challenge website will feature a dedicated media tab that includes a press kit, recent news stories and press releases, and audio and video broadcasts about the initiative.

**Tools:**
- Huntsville Better Buildings Challenge Building Participant Package
- Huntsville Better Buildings Challenge Website (to be developed)
- Huntsville Better Buildings Challenge Web-based Vendor Profile Form
- Upcoming and Past Huntsville Better Buildings Challenge Events (on Web-site)
- Huntsville Better Buildings Challenge Public Relations Materials (on Web-site)

**Data Management**

Through the Huntsville Better Buildings Challenge network of partners, Huntsville will provide participants with streamlined access to their energy and water use data, assistance benchmarking their buildings, and software that automatically feeds energy use data into Portfolio Manager.
Access to Data – Through the Huntsville Better Buildings Challenge, the City partnered with Tennessee Valley Authority and Huntsville Utilities to streamline the sharing of participant energy data and facility-level water consumption.

Data Tracking and Performance Measurement – Huntsville Better Buildings Challenge will utilize Portfolio Manager to track and benchmark participating buildings’ adjusted energy use intensity (EUI) data and partnered with a local university to assist building owners with collecting data inputs for Portfolio Manager. In addition, the Huntsville Better Buildings Challenge participants will be provided access to software that automatically feeds energy data into Portfolio Manager so they do not have to manually enter data after their buildings are benchmarked.

Data Display – Huntsville will develop a public facing dashboard on the Huntsville Better Buildings Challenge website that displays aggregated EUI data and real time progress against program milestones. If participants agree to share their energy usage data publicly, the website will highlight building-level EUI improvements.

Tools:
Huntsville Utilities Release Form (in Building Participant Package)
Huntsville Better Buildings Challenge Online Interactive Dashboard (on Web-site)

Technical Resources
Huntsville, through pro-bono support from its partners, provided the Huntsville Better Buildings Challenge participants with free building assessments, guidance on making the case for energy upgrades, monthly lunch and learn workshops, and scholarships to pursue outside training.

Energy Benchmarking – The Huntsville Better Buildings Challenge will voluntarily collect up to 24 months of prior utility bill history and conduct a short on-site walkthrough of the property. Benchmarking through the Department of Energy’s Portfolio Manager effectively ‘weighs’ a property in relation to like buildings across the country to demonstrate estimate savings potential. This go/no-go point is an easy way for participating buildings to understand if they should take the next step and order an energy audit or if their performance is already satisfactory.

Energy Audit – The HBBC will coordinate participants’ activities through TVA/Huntsville Utilities’ Comprehensive Services Program. This program offers participants a wide variety of diagnostic tools and information to pinpoint the exact cost-effective upgrades that can be made to a specific property.

Implementation Assistance – The HBBC will provide energy efficiency implementation technical assistance to help participants identify the opportunities and achieve their pledge. If a participating building owner has already completed an energy audit on their building, the Huntsville Better Buildings Challenge team will be available to review the results, provide details on the identified energy conservation options, and provide recommendations for project implementation. This information could then be easily shared with key decision makers during the project proposal process. In addition, the
Huntsville Better Buildings Challenge team of energy specialists and utility representatives helped building managers make the business case for energy upgrades.

**Training** – HBBC is providing access to educational resources for building owners, managers, and operators. Training topics include benchmarking with Portfolio Manager, utility incentives and financing opportunities, monthly lunch and learns on energy and water efficiency technologies and best practices, “LEED® for Existing Buildings: Operations and Maintenance Workshop” provided by U.S. Green Building Council of Alabama, and scholarships for participants to use to pursue other relevant educational training programs not offered through the Huntsville Better Buildings Challenge.

**Demand Response** – Huntsville helps qualifying companies access the TVA-EnerNOC Demand Response Program. Qualifying buildings can install real time monitoring equipment that allows them to voluntarily reduce energy demand during peak times for an incentive payment. During such a time, EnerNOC will contact the building point of contact, possibly the HBBC, to execute a pre-defined plan designed to achieve energy saving targets until TVA-EnerNOC has successfully navigated the peak period.

**Tools:**
- Sample Building Assessment
- Utility Bill Analysis Example
- ENERGY STAR® Portfolio Manager Data Collection Worksheet and Example
- Huntsville Utilities Comprehensive Services Program Form
- Huntsville Utilities Comprehensive Services Example
- EnerNOC/TVA Demand Response Program

**Property Design and Development**

Huntsville is engaging the design and development community through the American Institute for Architects to help create standardized metrics and pathways for new construction that cost effectively meets 20% energy savings over the 2009 IECC.

**Financing**

Huntsville, using the Huntsville Better Buildings Challenge initiative as a platform, will foster a marketplace for energy efficiency by connecting participants with financial institutions and promoting off-balance sheet options, such as performance contracting.

**Creating a Marketplace** – The city is currently pursuing a performance contract to finance public building retrofit projects, and community participants will have access to financing options.
Public Recognition

Huntsville will publicly recognize the Huntsville Better Buildings Challenge participants for their progress in achieving milestones and reaching goals through various marketing and public relations initiatives.
Dear Future Better Buildings Challenge Participant:

Huntsville has committed to becoming one of the country’s most sustainable cities, but of course, city government cannot make this happen on its own. To meet this challenge successfully, we are asking that you join us in the Huntsville Better Buildings Challenge (Huntsville BBC).

The Better Buildings Challenge aims to support the Department of Energy’s goal of helping businesses save energy costs — enabling them to grow, invest in new technology, and create American jobs. There are over $50 million dollars of low-hanging savings potential in Huntsville alone. Financial savings and improved building efficiency are just a few of the benefits to property owners and building operators involved in the effort.

The Huntsville BBC is part of the Better Buildings Initiative launched by the Department of Energy in February 2011 to catalyze private sector investment in making America’s commercial buildings more energy efficient. The instrumental partners in the Better Buildings Challenge include private sector companies, financial institutions, and local governments, with a coalition of partners taking the lead to move Huntsville forward.

The Huntsville BBC will unite the public sector with the business and nonprofit communities to implement substantive building upgrades toward the goal of improving participating buildings’ energy and water performance a minimum of 20 percent by 2020. The effort is already underway with a voluntary benchmarking initiative for Huntsville’s commercial buildings.

As a supporter, your demonstrated leadership, expertise, and commitment to the goals of the project are crucial to the success of the Huntsville BBC. Should you agree to join us, you and your firm will be identified among the visionary leaders that propel Huntsville to a top 10 sustainable city.

We hope you will join us in this milestone initiative for our city.

Sincerely,

Daniel Tait
CEO
Alabama Center for Sustainable Energy
OVERVIEW
The goal of the Huntsville Better Buildings Challenge (HBBC) is to reduce energy consumption in commercial buildings by at least **20%** in participating buildings across Huntsville by **2020**.

The Huntsville BBC will utilize substantive energy efficiency (“EE”) upgrades of university, hospital, and commercial buildings as a means of freeing up business capital for more productive uses, stimulating growth for communities, fostering new business opportunities, and creating a more sustainable footprint. Buildings participating in EE upgrades will initially exceed 100, with broader participation expected over the next few years.

PUBLIC-PRIVATE PARTNERSHIP
Achieving the goals of the Huntsville BBC will result from the collective efforts of a growing public-private partnership.

Members include:
- **Public** – City of Huntsville; Madison County; City of Madison; State of Alabama; US Department of Energy
- **Private** – Avion Solutions Inc.; Energy Huntsville; Alabama Center for Sustainable Energy; US Green Building Council of Alabama; University of Alabama in Huntsville; Huntsville Utilities; Huntsville/Madison County Chamber of Commerce;

VALUE PROPOSITION
The Huntsville BBC’s strength centers on its ability to convene a team of top-qualified partners to maximize upgrades of participating buildings.

- **Access to Capital / Emerging Finance Models** – Via Huntsville BBC and traditional channels
- **Access to Education, Data and Technical Support** – Via partners, local to national
- **Access to Public Recognition** – Marketing and PR exposure identifying your organization as a leader in energy and water efficiency

PROGRAM MODEL
HUNTSVILLE BETTER BUILDINGS CHALLENGE
FOUNDING AGREEMENT

OVERVIEW
The goal of the Huntsville Better Buildings Challenge (HBBC) is to reduce energy consumption in commercial buildings by at least **20%** in participating buildings across Huntsville by **2020**.

The Huntsville BBC will utilize substantive energy efficiency (“EE”) upgrades of university, hospital, and commercial buildings as a means of freeing up business capital for more productive uses, stimulating growth for communities, fostering new business opportunities, and creating a more sustainable footprint. Buildings participating in EE upgrades will initially exceed two million square feet, with broader participation expected over the next few years.

PUBLIC-PRIVATE PARTNERSHIP
Achieving the goals of the Huntsville BBC will result from the collective efforts of a growing public-private partnership.

Members and targeted members include:
- **Public** – City of Huntsville; Madison County; City of Madison; State of Alabama; US Department of Energy
- **Private** – Avion Solutions Inc.; Energy Huntsville; Alabama Center for Sustainable Energy; US Green Building Council of Alabama; University of Alabama in Huntsville; Huntsville Utilities; Huntsville/Madison County Chamber of Commerce;

AGREEMENT
Because each of the Parties has determined that it and the Huntsville community would benefit from a team arrangement in order to develop the optimal approach to responding to and executing the Huntsville Better Buildings Challenge, and because such an arrangement complements each Party's unique capabilities and fills voids in each Party's technical and production capabilities, the Parties recognize the efficiency of teaming together on an exclusive basis and therefore wish to team together for the purpose of competitively responding to the Solicitation (DE-FOA-0001168);

Avion Solutions, Inc., Energy Huntsville and the Alabama Center for Sustainable Energy agree as follows:

1. **Exclusivity.** Since this Agreement, and any proposal, grant, offer or quote prepared or generated in connection therewith, requires the full cooperation of the Parties, all Parties agree that they will not in any manner participate in or undertake efforts that are competitive to this Agreement, nor will they compete for the Procurement or respond to the Solicitation, independently or in conjunction with any other Party, during the term of this Agreement. The foregoing prohibitions include, but are not limited to, participation in proposal or grant efforts or the interchange of technical data with competitors; provided, however, that the foregoing does not limit or restrict
the rights of the Parties in offering to sell or selling to others their standard products and services incidental thereto.

2. **Parties’ Responsibilities.** Each Party will work with the other in good faith with the objective of developing a proposal or proposals which will cause the selection of a team lead/teammate or team lead/subcontractor relationship pursuant to which the Alabama Center for Sustainable Energy will act as the Team Lead/Direct Awardee (hereinafter referred to as “Team Lead” or “Direct Awardee”) on behalf of the team, and Energy_Huntsville and Avion Solutions, Inc. will act as teammates/subcontractors within the team (hereinafter referred to as “the Teammates/Subcontractors”), and each Party shall continue to exert reasonable, good faith efforts toward this objective throughout any and all negotiations concerning a proposed subcontracts or task orders which may follow the submission of such proposal or proposals.

3. **Costs/Limitation of Liability.** Each Party shall bear all costs, expenses, risks and liabilities incurred by it arising out of or relating to its obligations, efforts or performance under this Agreement. Neither Party shall have any right to any reimbursement, payment or compensation of any kind from the other during the term of this Agreement. The liability of either Party to the other for any claims, liabilities, actions or damages arising out of or relating to this Agreement, howsoever caused and regardless of the legal theory asserted, including breach of contract or warranty, tort, strict liability, statutory liability or otherwise, shall not, in the aggregate, exceed the amount of out-of-pocket costs incurred by the other Party under this Agreement which are not otherwise reimbursed either directly or indirectly by the Government. In no event shall either Party be liable to the other for any punitive, exemplary, special, indirect, incidental or consequential damages (including, but not limited to, lost profits, lost revenues, lost business opportunities, loss of use or equipment down time, and loss of or corruption to data) arising out of or relating to this Agreement, regardless of the legal theory under which such damages are sought, and even if the Parties have been advised of the possibility of such damages or loss.

4. **Submissions to the Government.** The Team Lead shall have the sole right to decide the form and content of all documents submitted to the Government.

5. **Public Announcements/Disclosures.** Any news release, public announcement, advertisement or other form of publicity released or disclosed by either Party concerning this Agreement or any proposals relating thereto, shall be subject to the unanimous consent of the Parties.

6. **Termination/Expiration.** This Agreement shall remain in effect until the first of the following shall occur:
   a. A decision by either Party that it does not wish to participate in the Procurement or in any response to the Solicitation, in any manner, provided that such decision is communicated in writing to the other Party at least 10 days prior to the due date of the initial proposal, grant, offer or quote. In the event of the foregoing, the terminating Party shall be prohibited from responding to the Solicitation or participating in the Procurement, in any manner, either independently or in conjunction with any other Party.
   b. Upon the award of a prime contract for the Solicitation to a contractor or contractors other than the Team Lead.
c. Eighteen (18) months after the effective date of this Agreement, unless extended in writing by the Parties.

7. **Entire Agreement.** This Agreement, constitutes the entire agreement and understanding between the Parties, and supersedes and replaces any and all previous or contemporaneous understandings, commitments, agreements, proposals or representations of any kind, whether oral or written, relating to the subject matter hereof.

IN WITNESS WHEREOF, the Parties represent and warrant that this Agreement is executed by duly authorized representatives of each Party as set forth below on the date first stated above.

**AVION SOLUTIONS, INC.**

By: ________________________________

Name: Randy Buckner

Title: Director of Research and Development

**ENERGY HUNTSVILLE**

By: ________________________________

Name: Jay Newkirk

Title: Executive Director

**ALABAMA CENTER FOR SUSTAINABLE ENERGY**

By: ________________________________

Name: Daniel Tait

Title: CEO
OVERVIEW
The goal of the Huntsville Better Buildings Challenge (HBBC) is to reduce energy consumption by at least 20% in participating commercial buildings across Huntsville by 2020.

The Huntsville BBC will utilize substantive energy efficiency (“EE”) upgrades of university, hospital, and commercial buildings as a means of freeing up business capital for more productive uses, stimulating growth for communities, fostering new business opportunities, and creating a more sustainable footprint.

Participants are asked to support this initiative by advocating for energy efficiency and developing innovative partnerships and approaches.

As an Endorsing Organization, your organization agrees to the following:
- Publicly support the efforts of the Huntsville Better Buildings Challenge.
- Participate in relevant stakeholder discussions with the intent of helping our community’s commercial buildings and reach a cost beneficial energy saving target.
- Advocate for energy conservation and efficiency as a method to improve our local economy and put capital to work.

The Huntsville Better Buildings Challenge agrees to provide:
- Multiple opportunities to voice support, concerns and thoughts on Huntsville’s collective effort to save energy and money in commercial buildings.
- National and local recognition for your organization and its activities with the HBCC.
- Assistance with becoming a Building Participant should your organization desire deeper participation.
Endorsing Organization Agreement:

My organization, ________________________________, is committed to continuous improvement of our community through energy conservation and efficiency. We endorse and agree with the Huntsville BBC General Terms below.

Organization Leader/Executive:

________________________________________________________________________

Date: ________________

Contact/Title: ____________________________

Phone: _________________________________

Email: __________________________________

Please return form to dtait@alcse.org

General Terms:

• Endorsing organization agrees to:
  • Publicly support the efforts of the Huntsville Better Buildings Challenge.
  • Participate in relevant stakeholder discussions with the intent of helping our community’s commercial buildings and reach a cost beneficial energy saving target.
  • Advocate for energy conservation and efficiency as a method to improve our local economy and put capital to work.

• Both parties concur that this agreement is wholly voluntary and may be terminated by either party at either time, and for any reason, without penalty.

• Endorsing organization will not construe, claim or imply that its endorsement in the Huntsville BBC constitutes Federal or local government approval, acceptance or endorsement of anything other than the Participant’s commitment to the program.

• Endorsing organization understands that its endorsement of the Huntsville BBC does not constitute Federal or local government endorsement of Participant or its buildings, homes, products, services or facilities.

• Endorsing organization understands that the activities it undertakes in connection with the Huntsville BBC are voluntary and not intended to provide services to the Federal or local government. Endorsing organization will not submit a claim for compensation to any Federal or local government agency.

• The Huntsville BBC will honor all requests to keep the endorsing organization’s information and data confidential.

Last revised 11/6/2014
OVERVIEW

The goal of the Huntsville Better Buildings Challenge (HBBC) is to reduce energy consumption by at least 20% in participating buildings across Huntsville by 2020.

The Huntsville BBC will utilize substantive energy efficiency (“EE”) upgrades of municipal, university, hospital, and commercial buildings as a means of freeing up business capital for more productive uses, stimulating growth for communities, fostering new business opportunities, and creating more sustainable footprints.

Participants are asked to support this initiative by advocating for energy efficiency and developing innovative partnerships and approaches.

As a Building Participant, your organization agrees to the following:

- Select one property (or, if applicable, multiple properties) to participate in the Huntsville BBC – Note: Property will be used as a case study for future Building Participants
- Identify a building energy savings project (current or planned)*
- Publicly pledge a building-specific energy savings goal and develop a plan and schedule
- Agree to share building utility data with the Huntsville BBC for the public promotion of the Huntsville BBC and its progress – Note: Unless the Building Participant agrees otherwise, its utility data will be treated confidentially and reported anonymously

*For those participants who do not have a current or planned energy efficiency project at the selected property:

- Participate in a FREE Building Assessment designed by the Huntsville BBC to measure the building’s present energy consumption as well as to make a preliminary assessment of opportunities for energy and water savings
- When the Building Assessment reveals opportunities for energy savings, agree to perform one or more recommended property improvement projects

The Huntsville Better Buildings Challenge agrees to provide:

- FREE Building Assessment, including final report outlining suggested energy conservation measures
- Guidance from a dedicated Huntsville BBC team on energy efficiency project topics including financing and implementation
- National and local recognition for your organization
Building Participant Agreement:

My organization, ________________________________, is committed to continuous improvement in energy efficiency. We agree to become a Building Participant and agree with the Huntsville BBC General Terms below.

Organization Leader/Executive:

______________________________________________

Date: ___________________

Contact/Title: _________________________________

Phone: _________________________________

Email: ____________________________________

Please return form to dtait@alcse.org

General Terms:

- Both parties concur that this agreement is wholly voluntary and may be terminated by either party at either time, and for any reason, without penalty.
- Ally will not construe, claim or imply that its participation in the Huntsville BBC constitutes Federal or local government approval, acceptance or endorsement of anything other than the Participant’s commitment to the program.
- Participant understands that its participation in the Huntsville BBC does not constitute Federal or local government endorsement of Participant or its buildings, homes, products, services or facilities.
- Participant understands that the activities it undertakes in connection with the Huntsville BBC are voluntary and not intended to provide services to the Federal or local government. Participant will not submit a claim for compensation to any Federal or local government agency.
- The Huntsville BBC will honor all requests to keep the Participant’s information and data confidential.

Last revised 10/30/2014
Huntsville Better Buildings Challenge
Building Participant Questionnaire

CURRENT & FUTURE STATE

1. Has your facility undergone any major energy efficient upgrades/renovations in the past five years?
2. Do you have plans to begin any major energy efficient retrofits/renovations on your facility:
   a. In the next 24 months. Project funding in place? (Yes/No)
   b. In the next three to five years. Project funding in place? (Yes/No)
   c. We have desires to do so, but lack planning resources.
   d. We have desires and funding, but lack planning resources.
   e. We have plans but lack funding.
   f. We have no plans to begin any major energy efficiency retrofits/renovations.
3. Is your facility:
   a. Energy Star Certified? (Yes/No)
   b. LEED Certified? If yes, what level? (please describe)
   c. Certified by any other energy efficient organization/criteria: (please list)
4. What is the total square footage of the facilities you would be interesting in taking part of the Better Buildings Challenge? Please list the name, address, and respective square footage on your select buildings below.

EXISTING DATA

1. Do you currently track and analyze utility data from your service provider? (Yes/ No)
2. Do you currently utilize the Department of Energy’s Portfolio Manager on a recurring basis? If so, is there a dedicated position for this task?
3. Does your organization have a sustainability plan? Explicit energy reduction/water conservation goals? [If so, please share in an attachment]
4. Is your property(s) currently collecting, analyzing, and reporting energy consumption data? (answer all that apply)
   a. If so, what system do you use to report:
   b. What is the purpose for your process:

DATA COLLECTION & ANALYSIS

1. Do your facilities utilize a utilities management system (UMS)? (Yes/No)
2. Are you willing to provide information about your building(s) in order to enter it into the Department of Energy’s Energy Star Portfolio Manager database? (Yes/No)
3. Are you willing to provide 12 months of billing histories for all major utilities? (Yes/No)
4. Are you willing to provide several hours of time from either your lead engineer or maintenance person to accompany Huntsville Better Buildings Challenge personnel on an assessment of your building? (Yes/No)
5. Would you be willing to share your building(s) Energy Star rating and energy and water use characteristics in a public geographic information system (database)? (Yes/No)
6. Would you be interested in obtaining digital model output (BIM) of your building(s) for use in facility and property management and energy use analysis? (Yes/No)

FINANCE & RESOURCES
1. Does your organization take part in any ESCO/Energy Services Contracts? If so, please describe the following in more detail:
   a. Contract origination date:
   b. Terms:
   c. Service provider:
2. Have you procured any federal, state, or local awards (Stimulus, ARRA, DOE, Grants to Green, or others) for energy efficiency projects? If so please list:
   a. What is the duration of this award(s)?
3. What are your financial requirements for energy projects (payback, IRR, etc.)?
4. Do you internally fund all projects or are you willing to consider third parties if the annual energy savings exceeds the annual project financial costs?
5. Would you require an energy reduction guarantee, or would conservative calculations be adequate?
6. If an energy project meeting your financial criteria was developed, would you act on it?
7. How soon would or could you act on an attractive energy project?

GOING FORWARD
1. Would you be interested in academic degree programs, classes, certificate programs and continuing education credits for management and/or operations personnel in current and future energy conservation techniques, measurements and implementations? (Yes/No)
2. If you complete a successful energy project would you be willing to share the results with others in the business community (i.e. serve as a case study)? (Yes/No)

GOALS
1. Are you interested in cost savings, energy savings, carbon savings, or LEED and Energy Star certification? (Yes/No)
2. Does your company currently have any mandate and or energy reduction targets? (Yes/No)
3. Would you be interested in technical assistance and resources from the Department of Energy? (Yes/No)

DECISION DRIVERS
1. How did you find out about the Buildings Challenge?
2. As the BBC was explained to you, have you fully grasped the purpose and goals of this program?
   a. No
   b. No, but I do have a high level understanding of its significance.
   c. Yes
3. Do you own the building? If you lease the building, for how long and where are you in the lease cycle?
4. If you were to engage in energy efficiency projects, please rank the criteria in order of importance? [1 most important – 5 least important]
a. ___ Energy Savings
b. ___ Environmental Responsibility
c. ___ Tenant Comfort
d. ___ Cost Savings
e. ___ Other (please describe)
HUNTSVILLE BETTER BUILDINGS CHALLENGE
THIRD PARTY AGREEMENT

Please complete both portions of this form and return to the Alabama Center for Sustainable to initiate third party notification on your account. To be valid, this form must be signed by the customer (or his/her legal representative) AND by the third party to be notified.

Completion of this form will authorize Huntsville Utilities to process your third party request and to send any and all billing records, billing history, meter usage data, rate information and collection-related correspondence and notifications to the Alabama Center for Sustainable Energy. In addition, the third party is authorized to schedule services from Huntsville Utilities/TVA’s Comprehensive Services Program at no charge to the customer.

This authorization does not allow the third party to make any changes to the customer’s account.

**Customer Information:**

Account Number: __________________________________________
Name on the Account: ______________________________________
Street Address: ____________________________________________
City State Zip: ____________________________________________
Telephone Number: ________________________________________

**Third Party Information:**

Name: Alabama Center for Sustainable Energy
Street Address: 111 Barn Swallow Rd
City State Zip: Madison, AL 35758
Telephone Number: 256-303-7773
Relationship to Customer: Advisor

Signature of Customer: ____________________________________________ Date: ______________
Signature of Third Party: ____________________________________________ Date: ______________

**Return completed form to:**
Alabama Center for Sustainable Energy
111 Barn Swallow Road
Madison, AL 35758
HUNTSVILLE BETTER BUILDINGS CHALLENGE
VENDOR PROFILE FORM

TBD
## Energy Bill Assessment

### Energy Usage (Dollars)

![Energy Usage Graph](image)

- **Monthly Electric 2011**
- **Monthly Electric 2012**
- **Monthly Electric 2013**
- **Monthly Electric 2014**

### Energy Bill Details

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</tr>
</tbody>
</table>

### Key Energy Metrics
- **Average Daily Energy Usage**: 123 kWh/day
- **Peak Demand**: 345 kW
- **Energy Cost**: $0.12 per kWh

### Additional Information
- **Energy Conservation Measures**
  - LED lighting replacement
  - Smart thermostats
- **Future Projections**
  - Estimated energy savings: 10%
  - Target reduction: 20% by 2025

### Contact Information
- **Energy Department**: 123-456-7890
- **E-mail**: energy@alabamaenergy.com

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**Note**: This is a summary of energy use and bill details for a specific period. Detailed records are available upon request.