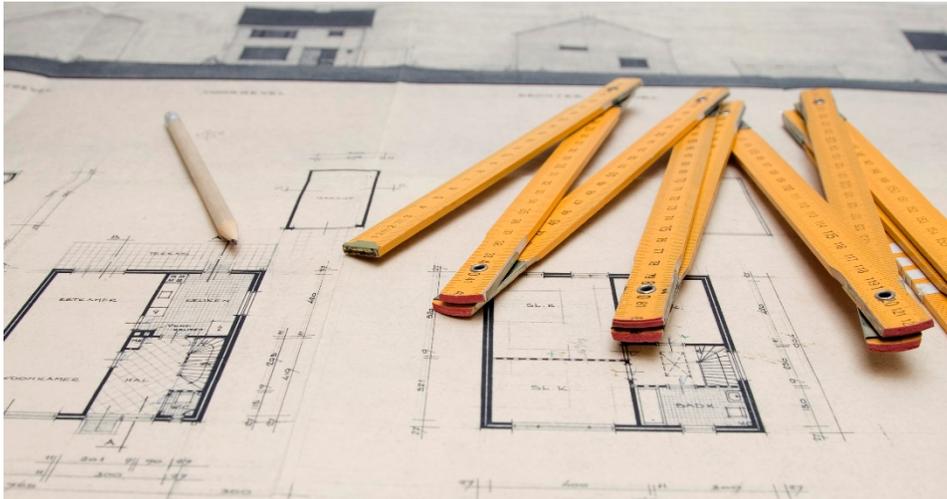




Taking Care of Business

The Montana Resource Efficiency Program

Helping Montana Businesses & Local Governments Maximize Energy Efficiency



How to Move your Project from Report to Reality

You've had an energy audit.

You've read through the report.

Now what?

Here are a few tips to implement the energy-conservation projects identified in your audit.

MREP can help you through all of these steps.

1. Determine which efficiency projects identified in the energy audit report you want to implement.
 - a. This could be based on project payback, available budget, operations and maintenance issues, employee comfort, or company policies.
2. Designate one person or group with project completion responsibility and the authority to implement the project.
3. Develop a budget for the project. As the project develops, include rebates, grants, tax incentives, operations and maintenance savings, and energy savings.
4. Determine a timeline for your energy efficiency projects.
 - a. A common approach is to complete the highest payback project first, and then use the energy savings, rebates, incentives, and grants to fund the next project.
5. Determine who will perform the efficiency project work. This could be in-house maintenance personnel or outside contractors.

Quarterly Newsletter
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We're making it happen!



Check out the Montana businesses we're working with this quarter:

- Enterprise Rental Cars
- George's Distributing
- Wheatland Memorial
- Ace Hardware
- The State Bank of Townsend
- Daniels Hospital
- Helena Housing Authority
- Havre HRDC
- East Helena Elementary
- Roundup Memorial Hospital
- Butte Hockey Association
- Treasure Lanes
- Fairhaven Colony
- Milltown Market
- Riverside Correctional
- Century Link
- U.S. Forest Service
- Montana Department of Transportation
- Wildfire Defense Systems

We offer energy efficiency recommendations, facilitate utility incentives, and assist in project management.





- a. If you will work with outside contractors, request bids from several contractors, to ensure you are getting the best product, price, and timeline.
6. Procure the energy-efficiency materials for your project.
 - a. In a lighting project, for example, you would contact a lighting distributor or electrical-supply company to source your new fixtures or bulbs. If you are contracting the project, the electrical contractor could potentially include the material cost in their bid.
7. Work with MREP to determine which portions of your project are eligible for utility funding.
 - a. Some utilities require the project to be submitted for approval before the projects starts.
8. Locate any other funding sources, such as the USDA REAP grant, that may fund your project. You must apply for most grants prior to beginning the project.
9. Implement your energy-conservation project.
10. Apply for utility rebates.
 - a. This typically includes collecting project invoices, filling out forms, providing proof of materials installed, and compliance with quality-control standards and certifications, such as ENERGY STAR. MREP can identify and locate these required materials for you.
11. Complete and submit paperwork for grants.
12. Apply for any available tax incentives.
13. Compare your energy savings, rebates, grant funding, and tax incentives to the numbers projected in your energy audit report.
14. If there are any discrepancies, determine the cause. In building-wide retrofits, HVAC, or envelope projects, this could include the use of a certified building commissioner.
15. Determine which efficiency project to tackle next.

Spread the Word!

There's a big state under the Big Sky – help us spread the word about MREP

You can visit our website at: mtefficiency.org

Connect on Facebook at: www.facebook.com/MTEfficiency

Email: mrep@ncat.org

Or call us on our toll-free hotline at: 866-723-8677

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