

## Reference Guide for 3rd Party Consultants

This document is intended to guide 3<sup>rd</sup> party consultants or other representatives who are tasked with developing energy saving calculations and project development under the Proposition 39 program. It provides guidance on the level of detail required for calculations to be accepted under the program and will ensure a more streamlined approval process.

- **Comply with CCC Proposition 39 Guidelines** – All project development activities and energy savings calculations shall comply with the current version of the CCC Proposition 39 Guidelines. The Guidelines can be downloaded from the web link below:  
<http://www.cccutilitypartnership.com/>
- **Calculation Transparency**– Please ensure that submitted calculations are able to be thoroughly and easily quality checked by proving detailed documentation regarding the formulas, assumptions, and references used. “Live”, editable calculations are recommended as they are by far the most direct way to fulfill this transparency requirement.
- **Comply with Utility Incentive Requirements** – Since CCC Prop 39 is built upon existing utility incentive processes, calculations should be structured and possess appropriate levels of rigor to pass both utility and Prop 39 technical review. If the applicable utility mandates using existing code, such as Title 24, as baseline, calculations should be based upon both actual and code baselines, showing both real and beyond code savings (see next bullet point). Cost analysis must also be compliant with utility incentive programs, such as incremental costs being considered for ROB (Replace On Burnout) projects and total costs for REA (Retrofit Add-on) projects, as well as utility-specific reporting of soft costs and capped incentives based on total project costs. Refer to the most up-to-date Statewide Customized Offering Manual and associated Appendices for IOU requirements. For campuses served by POUs, please refer to their respective websites for current requirements to qualify for incentives, if offered.
  - [\*Statewide Customized Offering Manual \(General IOU Incentive Guidelines\)\*](#)
  - [\*PG&E Customized Incentive Website\*](#)
  - [\*SCE Incentive Website\*](#)
  - [\*SDG&E Incentive Website\*](#)
  - [\*SoCalGas Incentive Website\*](#)
- **Provide Real On-Bill Energy Savings and Cost Estimates** – Prop 39 is based upon actual energy savings and project cost realized by the community college, not solely upon

## CCC Energy Project Guidance – District Guidelines Addendum

exceeding code compliance or meeting utility incentive requirements. Therefore, in the event where real savings differ from energy savings beyond code compliance or those eligible for utility incentives, true energy savings must be calculated separately. Similarly, Prop 39 project cost can include soft costs and all incidental equipment and construction period costs as long as SIR requirements are met. See “CCC Proposition 39 Project Cost Definition” within the Guidelines for further details.

- **Include Project-Specific Costs and Savings** – When multiple projects are being developed, ensure that cost and savings are broken out specific to each project and type of retrofit, especially when the projects are affecting the same space. For example, in the instance of a comprehensive lighting retrofit, costs and savings should be broken out line by line in order to differentiate between interior and exterior fixture types, as well as any savings and costs due to occupancy sensors. If multiple retrofits are being considered which influence the same equipment (such as a chiller retrofit and EMS replacement in the same building), please ensure that specific savings are attributed to each project and that savings attributed to each measure are cascaded appropriately, and not duplicative.
- **Ensure Proposed Projects Allow District to Meet SIR requirements** – When developing projects, ensure that project costs and savings will result in an acceptable SIR for the district. NAM has developed a SIR tool that can be used to accurately predict project economics in accordance with the Prop 39 CCC Guidelines. To obtain a copy of this SIR tool, please email [cccupdates@newcomb.cc](mailto:cccupdates@newcomb.cc)