

# Energy Modeling Partners (EMP) Checklist

Please submit all required documents along with the application and this checklist.  
Email your documents to Jordan Schellens: [jordan.schellens@eversource.com](mailto:jordan.schellens@eversource.com)

<b>APPLICATION FORM</b>	
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<b>COMPANY OVERVIEW</b>	
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Cover letter	Describe your company's objective and background with substantial details of how you plan to serve customers in the regions you indicated in the application. Along with your company's history and description, provide the years of experience in the field of energy efficiency, the size of your company (number of staff and available resources) and the service(s) you offer.
Years of experience	
Size of company	

<b>SUPPORTING DOCUMENTS</b>	
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Certifications	Provide copies of relevant certifications claimed in the application for all staff involved in energy-efficiency and energy modeling projects.
Staff résumés	Include a one-page résumé for each staff member designated to energy modeling projects. The résumé should highlight recent experience. It is expected that all licensed personnel will include their résumés as well.
Organizational chart	Include an organizational chart that includes personnel and position titles.

<b>RECENT PROJECT SAMPLES</b>	
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<p>Provide project scope of two energy models that were completed in the past two years and approved by a third party. Include background, budget, building type, building location, building size, software used, energy-efficiency measures proposed to customer, energy savings and ability to improve energy usage in design. Specify the stage of the design process in which you were involved and by how much the project exceeded code compliance. Also specify the third party that approved the project and their role in the design process (e.g. LEED, utility).</p> <p>Note: Narratives not to exceed five pages per project.</p>
Include data and calculations supporting energy-savings findings, including the input and output modeling files.
List staff who participated in each project.

<b>SUBCONTRACTORS</b>	
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Include relevant active certifications for all staff involved in energy-efficiency and energy modeling projects.
Include staff résumés.
Provide an organizational chart.

Applicant Signature	Print Name	Title	Date
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