HOW TO...

CREATE AN ERP CUSTOM PROJECT

SUSTAINABILITY OPPORTUNITY

Stanford's Energy Retrofit Program (ERP) was founded in 1993 to help fund energy efficiency projects across campus. Since 2002 the program has saved over 176 million kwh, or enough to power the entire campus for 8 months. Qualified projects can receive up to $50,000 in funding to help with retrofits. Buildings must be served by Stanford Utilities to be eligible for the program. Examples of past ERP projects include HVAC upgrades, lighting improvements, and motor replacements. Successfully creating an ERP project requires careful planning and forethought.

HERE'S HOW:

1) Identify a Potential Project

- Consult with the Energy Program Manager, Zone Management, Building Managers, and campus craft shops and technicians for project ideas. ERP can also help fund consultant studies on potential projects.

2) Scope Out and Calculate the Project's Payback

- Define the scope of the project in detail.
- Calculate energy savings from the project and simple payback.
- Facilities Energy Management maintains a small library of reference materials that may help with energy calculations. Useful reference sources include ASHRAE, IES, manufacturers' data, etc.
- Projects must have a better than five year simple payback period to qualify for funding.
- If the payback is longer than five years, ERP can still fund the project if the applying group pays down the initial cost to bring the simple payback down to five years or less.
- Be thorough when preparing your cost estimates, as budget overruns or changes in project scope will not be funded.
- Projects are funded on a first come, first served basis. If requests for ERP funding exceed available resources, projects with the shortest payback period will be funded first.

3) Apply for ERP Project Approval

- Submit a project request to the ERP Program manager. The request must include a detailed description of the current system and the proposed system modifications.
- For detailed information about submission needs, check the ERP Guidelines.
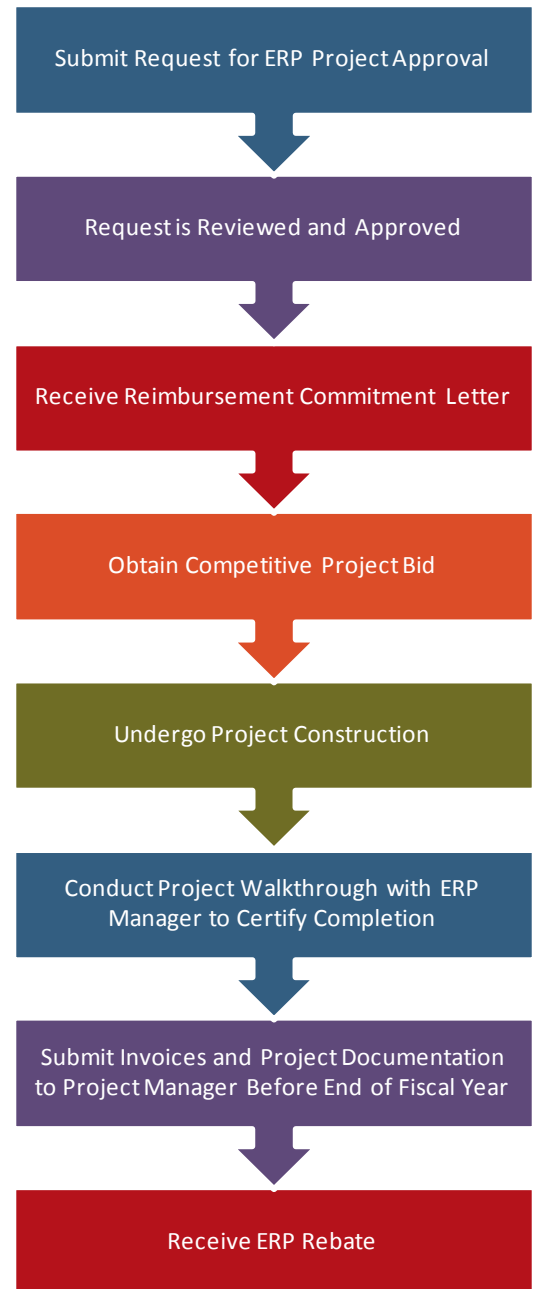
4) Execute Your Project

- Once a project is approved by the ERP Program Manager, obtain a competitive project bid and carry out project construction. Maintain close contact with the ERP Program Manager throughout implementation to ensure you are meeting university standards.

- Once the project is completed, carry out a project walk-through with an ERP representative, project contractors, and appropriate shop personnel. Together, the team will ensure the project is fully completed to design compliance prior to processing any rebates.

5) Receive Rebate

- Once your project is fully complete, submit invoices and paperwork to the ERP Manager to receive rebates.

- The project must be completed within the same fiscal year that it is approved to receive a rebate.

- Ensure that all paperwork is sent to the ERP Manager before the end of the fiscal year to receive your funds.

Stanford's Biology Department used ERP funds to convert greenhouse light fixtures to LEDs, saving 248,000 kwh/year.

Submit Request for ERP Project Approval

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Request is Reviewed and Approved

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Receive Reimbursement Commitment Letter

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Obtain Competitive Project Bid

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Undergo Project Construction

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Conduct Project Walkthrough with ERP Manager to Certify Completion

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Submit Invoices and Project Documentation to Project Manager Before End of Fiscal Year

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Receive ERP Rebate

SUSTAINABLE STANFORD