PUT ON ENTITY LETTERHEAD

Efficient Buildings Fund Review Committee

Rhode Island Office of Energy Resources

One Capitol Hill, 4th Floor

Providence, RI 02908

January 14, 2016

RE: Letter of Intent to Develop Energy Management Plan

Dear EBF Review Committee:

If selected for financing, the [INSERT ENTITY NAME] commits to developing an energy management plan (EMP) within six months from the loan award date. The staff person that has been tasked with leading the development of our EMP is [INSERT STAFF NAME AND TITLE]. They will work with the appropriate staff to create an EMP that is useful and customized to meet our own unique needs.

Our EMP will include, at a minimum, an energy reduction goal and an implementation plan to achieve that goal. Our energy reduction goal will be expressed as a percent reduction in energy usage of all facilities under our control below a baseline year(s) by a certain year in the future. We will use the energy usage baseline submitted as part of this application to set a goal that it is aggressive yet achievable.

Our implementation plan will outline steps that we will take over the next few years to more thoroughly assess opportunities, implement energy efficiency projects and achieve our energy reduction goals. It will combine findings from our baseline analysis with what is known about the condition and operations of our facilities (based on recent energy audits and/or anecdotal information) to identify potential opportunities for energy savings. The implementation plan will also include the projects proposed in this application, noting how far they will go toward achieving our energy reduction goal. We will also use our experience with these projects to inform what resources may be needed (e.g. funds, staff, time, etc.) to implement future projects. Then the plan will address what steps will be taken to ensure that, when new energy savings opportunities are identified, projects continue to get implemented.

We understand that the University of Rhode Island Extension Outreach Center is available at no cost to assist us as we develop our EMP. We will also take advantage of the example plans and other resources provided by the Office of Energy Resources.

Once complete, we will put our EMP into action to guide our work as we strive to save energy, reduce operating costs and minimize our impact on the environment.

Thank you,

INSERT YOUR NAME AND TITLE – DON’T FORGET TO SIGN!