Step 1 Section 3.2	•Collect **12 months** of recent, consecutive utility data (electric, and all applicable fuels). This should already be completed from the Application submittal. •Enter data into ERP Excel Tables - **Utility tabs**
Step 2 Section 3.3	•Perform whole-building **audit** of existing conditions. •Enter data into ERP Excel Tables - **General Project Information tab, Area Identification tab, Occupancy tab, Envelope tab, Mechanical tab, Lighting tab, Other Equipment tab.**
Step 3 Section 4	•Using the information from the audit, develop **baseline building energy model** using one of the approved energy simulation tools (eQuest, Trane Trace, etc.) •Complete ERP Excel Table - **Modeling Approach tab**.
Step 4 Section 4.5	•Use **Model Calibration Tool** to calibrate baseline building model to actual utility bills. •If "**Overall Accuracy**" statistics **PASS** then proceed to the next step. Otherwise adjust model until calibration passes.
Step 5 Section 3.4	•**Select Energy Efficiency Measures (EEMs)** that will be implemented in the building. •Enter this information into ERP Excel Tables- **Measure Descriptions tab**.
Step 6 Section 4.6	•**Add EEMs** incrementally to baseline building model. •Complete ERP Excel Tables - **Measure Simulation tab.**
Step 7 Section 3.5, 3.6	•Complete ERP Excel Tables - **Implementation & Financing tab.** •Review ERP Excel Tables - **Project Summary & Incentives tab, and CBECS Statistics tab.**
Step 8	•Review ERP Excel Tables **- Partner Internal QC tab** and make any necessary revisions.
Step 9 Section 3.8	• Create a pre-construction Benchmark through EPA **Portfolio Manager**.
Step 10 Section 2.5	•**Submit** to Market Manager per Submission Guidelines.