**Recommended Process for Selecting an RMEB PACE Energy Auditor.** *(March 16, 2016)*

Businesses or non-profits interested in pursuing a PACE project are required to have an energy audit completed by a qualified energy auditor. NOTE: the energy auditor must be pre-qualified by the outlined below. There are three options available to complete the required energy audit:

1. **Utility Provider**  
   - In the event their utility provider has a qualified energy auditor, the PACE applicant may choose to hire the utility provider’s energy auditor. The energy auditor needs to go through the process to be added to the pre-qualified list.

2. **PACE Applicant Preferred**  
   - In the event the PACE applicant wishes to hire an energy auditor of their choice, the PACE applicant must verify with the SRDC/RMEB that the energy auditor has been pre-qualified.

3. **SRDC/RMEB Pre-qualified**  
   - SRDC/RMEB maintains a list of pre-qualified Energy Auditors.  
   - PACE applicants will be provided the list of pre-qualified CEM/CEA by SRDC/RMEB and may select a qualified energy auditor of their choice from the list.

**RMEB PACE Energy Auditor Pre-Qualification Process** *(March 16, 2016)*

The Energy Auditor for the RMEB PACE Program must be pre-qualified to conduct an RMEB PACE energy audit. There are three eligible energy auditor categories listed below.

- Submit via email to phydev@swrdc.org ,  
- Subject Line: “PACE Energy Auditor Pre-qualification”  
- Body of email:  
  - Identify the category and identify attachments.  
  - If documentation of Experience working with a utility is needed, the include a memo/letter from the Utility to verify experience  
  - Name, Title phone number, & email of the employee’s supervisor responsible for reviewing and approving energy audits performed by the employee

I. **AEE CEM or CEA certified energy auditor** – individuals possessing an AEE CEM or CEA certificate are eligible and must submit an electronic copy (pdf) of their AEE CEM or CEA certificate to the SRDC.

II. **Utility Service Provider – Non-AEE CEM or CEA energy auditors** – utility employees possessing any combination of education AND experience listed below while employed by a utility service provider are eligible and must submit electronic copies of the documents listed in Table Below to the SRDC.

<table>
<thead>
<tr>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-year degree in engineering or architecture OR Professional Engineer or Registered Architect</td>
<td>3+ years of experience in energy engineering or energy management</td>
</tr>
<tr>
<td>4-year degree in technology, environmental science, physics, or earth science</td>
<td>4+ years of experience in energy engineering or energy management</td>
</tr>
<tr>
<td>4-year degree in business (or related field)</td>
<td>5+ years of experience in energy engineering or energy management</td>
</tr>
<tr>
<td>2-year energy management associate's degree</td>
<td>6+ years of experience in energy engineering or energy management</td>
</tr>
<tr>
<td>2-year technical associate's degree</td>
<td>8+ years of experience in energy engineering or energy management</td>
</tr>
</tbody>
</table>

III. **Agricultural System Projects (ONLY) - USDA Technical Service Providers (TSP) CAP-128 Certified Agricultural Energy Management Planning Category.** Individuals possessing USDA – TSP CAP-128 certification are eligible and must submit to the SRDC the contact information (name, type, TSP-ID, address, city, state, zip, phone and email address) for the individual or business listed on the National Resources Conservation Service (NRCS) – Technical Service Provider (TSP) list under the CAP 128 Agricultural Energy Management Planning Category