



# Program Guidance Manual For Providers



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**For:**

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## About the PBEEEP Guidance Manual

This manual has been created as the guidebook to assist both State Agency and Provider audiences participating in the Public Buildings Enhanced Energy Efficiency Program (PBEEEP). It is made up of two volumes, the first one is general information for all participants in the program; the second volume is focused on the Providers (Book 1) and the Program Administrators (Book 2).

The sections are divided by tabs for easy reference. Each section is preceded by its own table of contents, and the sections are numbered independently of one another. There is a glossary of terms and abbreviations at the beginning of each section, as well as the master list on this page.

| <b>Term</b>           | <b>Definition</b>   |
|-----------------------|---|
| Agency Owner          | State of Minnesota Agency responsible for the public building (project Agency)  |
| B3                    | State of Minnesota's database of existing public buildings, found at <a href="http://mnbenchmarking.com/Default.aspx">http://mnbenchmarking.com/Default.aspx</a>  |
| CIP                   | Minnesota's Conservation Improvement Program which offers utility co-funding of many projects   |
| Disbarment            | Removal from the State's Master Provider List for a term to be determined by State  |
| Findings              | Energy Savings Opportunities discovered in the PBEEEP Investigation Phase   |
| FWB                   | Findings Workbook   |
| IST                   | Implementation Summary Work Table, a worksheet within the Findings Workbook   |
| Measures              | Specific Actions for Achieving Energy Savings identified by PBEEEP Providers (see recommissioning)  |
| NST                   | Non-Implemented Summary Table   |
| PBEEEP                | Public Buildings Enhanced Energy Efficiency Program   |
| PLF                   | Preliminary List of Findings  |
| Portfolio Manager     | US Government Energy Star Program's building benchmarking database, found at <a href="https://www.energystar.gov/istar/pmpam/##">https://www.energystar.gov/istar/pmpam/##</a>  |
| Program               | Public Buildings Enhanced Energy Efficiency Program Administrator (CEE)   |
| Provider              | Qualified contractors participating in PBEEEP   |
| Recommissioning (RCx) | Repair to, or optimization of, building operations (schedules, procedures), equipment, facilities, or systems to primarily enhance energy efficiency in an existing building that was previously commissioned.                |
| Retrocommissioning    | Repair to, or optimization of, building operations (schedules, procedures), equipment, facilities, or systems to primarily enhance energy efficiency in an existing building that was not commissioned when put into service. |
| Retrofit              | Replacement of or upgrade to existing equipment, tools, or systems with the primary intent of enhancing energy efficiency   |
| Stakeholder           | Any organization/party with a vested interest in the program or component of the program  |
| State                 | State of Minnesota, Department of Administration (ADMIN/RECS)   |
| VPM                   | Verification Planning Meeting   |

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