SB 220
ALASKA SUSTAINABLE ENERGY ACT

DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES

AND

DEPARTMENT OF ADMINISTRATION

2011 PROGRESS REPORT
Submitted January 2012
EXECUTIVE SUMMARY

In accordance with AS 44.42.067(d), this is the FY11 Progress Report detailing the progress of the State of Alaska Department of Transportation and Public Facilities (DOT&PF) in reducing the state’s energy consumption.

AS 44.42.067 requires the DOT&PF to retrofit at least 25 percent of all State of Alaska public facilities over 10,000 square feet no later than January 1, 2020. The milestones to accomplishing this include:

- Implementing a standardized method to collect energy consumption and cost data for facilities and generating Energy Use Indexes (AS 37.07.040 (12)).
- Identifying and prioritizing the least energy efficient facilities.
- Determining project scopes for energy retrofit work in those facilities that will meet net cost savings within 15 years.
- Working with the state agencies to arrange funding for the determined energy retrofit projects.
- Contracting with Energy Services Companies to perform energy performance contracts.
- Executing the energy retrofit projects and verifying the energy savings.
- Continuous monitoring of state energy consumption to be compared to levels of past years.

The DOT&PF is coordinating with the Alaska Housing Finance Corporation (AHFC), The Office of Management and Budget (OMB), and all State Agencies on the input of utility and building information into the Alaska Retrofit Information System (ARIS), an internet based platform. ARIS will be used by all State Agencies to collect and store energy consumption and cost data in order to determine facility energy usage and prioritization.

The DOT&PF has contracted with three Energy Service Companies (ESCOs) in a three-year term agreement to execute energy efficiency projects.

Initial funding of approximately $10M for energy efficiency retrofit projects comes from federal grant funding through the American Recovery and Reinvestment Act (ARRA). All of those funds have been committed to projects through the ESCO term agreement. The ARRA funds expire March 31, 2012 and current DOT&PF efforts are prioritized toward completion of these ARRA funded projects before the funding expiration deadline. The ARRA funded projects include 28 facilities and the projected annual energy savings is over $315,000.

The DOT&PF is also encouraging the funding of the future energy retrofit projects through the Alaska Energy Efficiency Revolving Loan Fund Program administered by the Alaska Housing Finance Corporation.
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1.0 INTRODUCTION

The State of Alaska Department of Transportation and Public Facilities (DOT&PF), in consultation with the Department of Administration, present this FY11 progress report to the legislature. Progress in this report includes work completed in 2011 and prior.

Utility Information for FY09 and FY10 for most buildings over 10,000 SF has been obtained from individual State Agencies by the DOT&PF. This information is being used to generate Energy Use Indexes (EUI) for the prioritization facility energy efficiency retrofit projects.

In 2010, DOT&PF was the recipient of a $10 million grant of ARRA funds through AHFC. That funding was split up between all State Agencies that own or maintain public facilities. This year, DOT&PF used the Energy Performance Term Agreement to advertise and construct five (5) projects that include 28 public facilities and 12 State Agencies. The projects included the requirement to produce an Investment Grade Energy Audits and Energy Service Proposals for implementation of energy efficiency improvements.

With the success of the ARRA funded projects, State Agencies have expressed interest in performing more projects that will save their facilities energy. The DOT&PF is making agencies aware of the Alaska Energy Efficiency Revolving Loan Fund program through AHFC. Six agencies have expressed interest in using the Loan Fund to finance their projects, while others will be using deferred maintenance funds.

Subsequent sections of this report will provide details about the term agreement with three Energy Services companies, work being performed with ARRA grant funds, current and past construction projects focusing on energy efficiency, the ARIS program that is being used to collect utility data, Energy Use Indices, and the DOT&PF’s coordination with other agencies.
2.0 PROGRESS OF ENERGY EFFICIENCY RETROFIT PROJECTS

2.1 ENERGY SERVICES COMPANIES TERM AGREEMENTS

A Request for Proposal (RFP) for a term agreement with up to three Energy Service Companies (ESCOs) was advertised in October 2010 and selection of qualified ESCOs was made in January 2011. The three ESCOs selected are: Ameresco Federal Solutions, Inc., Honeywell International, Inc., and Siemens Industry, Inc. Contracts were executed in March 2011.

The ESCOs will perform investment grade energy audits, energy improvement projects and energy savings verification to state-owned facilities. Contracting with multiple ESCOs in the term agreement allows for competition for the energy retrofit projects and enables enough ESCOs to complete the foreseeable work load.

The ESCOs perform work in three phases:

- Phase I requires the completion of an investment grade audit and energy services proposal that identifies cost-effective recommended projects for the identified state facilities.
- Phase II requires the ESCOs to perform all management, engineering, design, construction, commissioning, and training necessary for the retrofit as identified in their energy services proposal.
- Phase III requires the ESCOs to measure and verify the guaranteed energy and water savings.

2.2 ACTIVE AND COMPLETED PROJECTS (2011)

2.2.1. AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) FUNDED PROJECTS

In October 2010, the DOT&PF received a $10 million in ARRA grant funding from the Alaska Housing Finance Corporation (AHFC) for energy efficiency improvements in State facilities. Current DOT&PF efforts are prioritized toward completion of these ARRA funded projects before the funding expiration deadline of March 31, 2012.

Sub-allocation of ARRA funding amongst State Agencies was done by the Office of Management and Budget (OMB), based upon square footage of agency owned buildings. The ARRA funded projects involve work in 28 State facilities with construction of energy efficiency improvements taking place in 25 of those facilities. Selection of facilities was based on energy usage, conditions of facility systems, and geographic considerations. Some facilities included are under the 10,000 sq. ft. threshold.

In March 2011 through July 2011, five Requests for Proposals (RFPs) were issued through the ESCO term agreement, resulting in twelve individual contracts (one contract per State Agency) to execute and accomplish this work.

Beyond the five RFPs through the ESCO term agreement, the Department of Health and Social Services (DHSS) is using ARRA funds for the Johnson Youth Center renovation and ground source heat pump installation under a separate construction contract.
The current overall projected monetized annual energy savings for the ARRA funded projects is over $315,000 per year. Projected annual energy savings of the project are:

- 59,979 Therms of natural gas
- 1,210,500 kWh of electricity
- 19,360 Gallons of Fuel oil
- Over 1,600 tons of carbon dioxide (CO2)

The facilities included in the ARRA funded projects and their associated project information is summarized in the following Table 1.

<table>
<thead>
<tr>
<th>DOTPF PJ #</th>
<th>Contractor</th>
<th>State Agency</th>
<th>City</th>
<th>Facility</th>
<th>GSF</th>
<th>Projected Annual Energy Savings $</th>
</tr>
</thead>
<tbody>
<tr>
<td>83080-B</td>
<td>Ameresco</td>
<td>DOTPF-CR</td>
<td>Anchorage</td>
<td>Communications Bldg</td>
<td>12,432</td>
<td>$15,143</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Palmer</td>
<td>Palmer Maintenance Bldg</td>
<td>12,600</td>
<td>$25,839</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DOL-AVTEC</td>
<td>Seward</td>
<td>First Lake Facility</td>
<td>20,000</td>
<td>$32,576</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Student Services Center</td>
<td>30,926</td>
<td>$3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Applied Technology Bldg</td>
<td>30,279</td>
<td>$2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DNR</td>
<td>Palmer</td>
<td>Forestry Admin Bldg</td>
<td>15,678</td>
<td>$3,234</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Forestry Warehouse</td>
<td>18,000</td>
<td>$4,561</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Forestry Hanger</td>
<td>15,000</td>
<td>$7,442</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DFG</td>
<td>Cordova</td>
<td>Admin Bldg</td>
<td>3,920</td>
<td>$5,877</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Bunkhouse</td>
<td>3,876</td>
<td>$3,493</td>
</tr>
<tr>
<td>83080-C</td>
<td>Siemens</td>
<td>DOTPF-NR</td>
<td>Fairbanks</td>
<td>Peger Road HQ</td>
<td>21,900</td>
<td>$53,899</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DPS</td>
<td>Coldfoot Cold Foot Hanger</td>
<td>4,053</td>
</tr>
</tbody>
</table>

1 Projected energy savings data provided from Investment Grade Energy Audits for each respective ESCO.

2 Projected energy dollar savings data provided from Investment Grade Energy Audits for each respective ESCO.

3 Investment Grade Energy Audit was completed; however implementation/construction not being done with ARRA funds.
<table>
<thead>
<tr>
<th>Project Code</th>
<th>Vendor</th>
<th>Agency/Location</th>
<th>Description</th>
<th>Building Sq. Ft.</th>
<th>Estimated Energy Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>83080-D</td>
<td>Siemens</td>
<td>DOA</td>
<td>Anchorage Armory</td>
<td>210,283</td>
<td>$32,219</td>
</tr>
<tr>
<td></td>
<td>DMVA</td>
<td></td>
<td>Combined Support Maint. Bldg</td>
<td>70,000</td>
<td>$2</td>
</tr>
<tr>
<td>83080-E</td>
<td>Ameresco</td>
<td>DHSS</td>
<td>McLaughlin Youth Center Assets Bldg</td>
<td>60,705</td>
<td>In-progress</td>
</tr>
<tr>
<td></td>
<td>Cornerstone</td>
<td>Juneau</td>
<td>Johnson Youth Center Renovations &amp; Ground Source Heat Pump</td>
<td>13,363</td>
<td>$15,183</td>
</tr>
<tr>
<td></td>
<td>DOA</td>
<td>Anchorage</td>
<td>Atwood Bldg</td>
<td>338,000</td>
<td>$22,742</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Juneau</td>
<td>Community Bldg</td>
<td>22,400</td>
<td>$7,832</td>
</tr>
</tbody>
</table>

Table 1: Current ARRA funded projects

**TOTAL** $315,809

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4 Building square footage is pre-renovation.
5 Johnson Youth Center Project design team estimate of energy savings.
2.2.2 COMPLETED ENERGY EFFICIENCY PROJECTS (FY06 – FY11)

Completed energy retrofit projects include two energy performance contracts performed across multiple facilities (described in the January 2011 report to the Legislature) as well as other individual State Agency energy efficiency retrofit projects.

ENERGY PERFORMANCE CONTRACT PROJECTS
The DOT&PF has completed construction of two phases of energy performance contracts at state facilities. Phase I, including DOT&PF and DOA facilities, completed its last year of Measurement and Verification services (M&V) in 2010. Phase II included DOC facilities.

The DOC facilities and the reported annual monetary energy savings for the second year of M&V services are shown in the following Table 2.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Facility</th>
<th>Location</th>
<th>Project Scopes and Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOC</td>
<td>Anchorage Correctional Center</td>
<td>Anchorage</td>
<td>Energy performance contract services with guaranteed energy savings were performed by Siemens.</td>
</tr>
<tr>
<td></td>
<td>Hiland Mt. / Meadow Creek Correctional Center</td>
<td>Eagle River</td>
<td>Construction was completed in 2010.</td>
</tr>
<tr>
<td></td>
<td>Spring Creek Correctional Center</td>
<td>Seward</td>
<td>Currently, Siemens is monitoring the facility improvement measures that were put in place during the construction work. This is the second year of performance evaluations and the energy savings this year exceeded what was guaranteed.</td>
</tr>
<tr>
<td></td>
<td>Wildwood Correctional Center</td>
<td>Kenai</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fairbanks Correctional Center</td>
<td>Fairbanks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lemon Creek Correctional Center</td>
<td>Juneau</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Anvil Mt. Correctional Center</td>
<td>Nome</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yukon Kuskokwim Correctional Center</td>
<td>Bethel</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Reported Annual Energy Savings</strong></td>
<td></td>
<td>3,556,556 kWh 38,173 Therms 66,294 Gal Fuel Oil</td>
</tr>
<tr>
<td></td>
<td><strong>Reported Annual Avoided Cost</strong></td>
<td></td>
<td>$948,628</td>
</tr>
</tbody>
</table>

Table 2: Energy Performance Contract – Phase II – Updated Energy Savings Reported from FY2010

INDIVIDUAL FACILITY ENERGY RETROFIT PROJECTS
State Agencies have also recently completed individual energy retrofit projects at the facilities shown in Table 3 below:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Facility</th>
<th>Location</th>
<th>Project Scopes and Statuses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHSS</td>
<td>Fairbanks Youth Facility</td>
<td>Fairbanks</td>
<td>Energy efficiency lighting upgrade completed in 2010, including replacement of existing fluorescent lighting with energy efficient fluorescent lighting throughout the facility. 32.6% reduction in usage. Payback 8 yrs.</td>
</tr>
<tr>
<td>DOA</td>
<td>Alaska Office Building</td>
<td>Juneau</td>
<td>Installation of new hallway light fixtures and emergency lights.</td>
</tr>
<tr>
<td>Agency</td>
<td>Building</td>
<td>Location</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>----------</td>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>DOA</td>
<td>Atwood Building</td>
<td>Anchorage</td>
<td>Over the past 5 years several upgrades have been completed at the building including energy efficient lighting upgrade, energy efficient boiler upgrade, and replacement of the roof.</td>
</tr>
<tr>
<td>DOA</td>
<td>Community Building</td>
<td>Juneau</td>
<td>The boiler was added to the DDC system for more energy efficient control.</td>
</tr>
<tr>
<td>DOA</td>
<td>Court Plaza Building</td>
<td>Juneau</td>
<td>Over the past 5 years several upgrades have been completed at the building including replacement of the roof including under the AHU, energy efficient boiler replacement, installation of new lighting control system, and replacement of the air conditioning equipment and balancing of the air system on each floor.</td>
</tr>
<tr>
<td>DOA</td>
<td>Dimond Courthouse Building</td>
<td>Juneau</td>
<td>Over the past 5 years several upgrades have been completed at the building including replacement of window seals and curtain wall repairs, installation of a new roof, new chillers in basement and new chiller coils on roof including DDC, and replacement of ceiling and lighting in common areas.</td>
</tr>
<tr>
<td>DOA</td>
<td>Douglas Island Building</td>
<td>Juneau</td>
<td>Replacement of roof.</td>
</tr>
<tr>
<td>DOA</td>
<td>Fairbanks Regional Office Building</td>
<td>Fairbanks</td>
<td>Replacement of roof and installation of glycol heating system in garage roof to decrease heat loss from 1st Floor.</td>
</tr>
<tr>
<td>DOA</td>
<td>State Office Building</td>
<td>Juneau</td>
<td>Over the past 5 years several upgrades have been completed at the building including replacement of the deteriorated roof, installation of door at sky bridge on 8th floor &amp; at 7th floor loading dock to minimize HVAC problems, installation of automated lighting system, energy efficient lighting upgrades in the parking garage, and energy efficient boiler upgrades including installation of new day tank, and modifications to the ventilation system.</td>
</tr>
<tr>
<td>DOA</td>
<td>Archives Building</td>
<td>Juneau</td>
<td>Over the past 5 years several upgrades have been completed at the building including the replacement of the roof, additional DDC, energy efficient lighting and controls upgrades.</td>
</tr>
<tr>
<td>DOA</td>
<td>Alaska State Museum</td>
<td>Juneau</td>
<td>Repair and replacement of failing roof</td>
</tr>
<tr>
<td>DOA</td>
<td>Governor’s House</td>
<td>Juneau</td>
<td>Over the past 5 years several upgrades have been completed at the building including the replacement of the roof, exterior windows, and the air handling unit and additional DDC.</td>
</tr>
<tr>
<td>DOT</td>
<td>Northway Station &amp; Airport</td>
<td>Northway</td>
<td>Energy efficient lighting upgrade</td>
</tr>
<tr>
<td>DOT</td>
<td>Montana Creek Station</td>
<td>Montana Creek</td>
<td>Installation of waste heat reclamation system.</td>
</tr>
</tbody>
</table>
DOT Nome State Office Building Nome Installation of supplemental hydronic heat loop, which focuses heat to the extremities of the building without overheating the core.

DOT Jim River Shop Jim River Energy efficient lighting upgrade

DOT Central Station Central Upgraded heating system to boiler/hydronic system.

DOT Nenana Station Nenana Upgrades heating system to boiler/hydronic system

DOT Tazlina Station Tazlina Upgraded electrical service

DOT Ernestine Station Ernestine Upgraded electrical service

DOT Thompson Pass Station Old Shop Thompson Pass Energy efficient boiler upgrade.

DOT Eagle Station Shop Eagle New roof with upgraded insulation

DOT Peger SEF Shop Fairbanks New roof with upgraded insulation

DOT Nelchina Station Shop Nelchina New roof increasing R-value

Table 3: Energy Retrofit Projects

3.0 ENERGY CONSUMPTION AND COST DATA COLLECTION

The Office of Management and Budget (OMB) has coordinated with the AHFC and the DOT&PF in the development of a standard methodology and software platform to collect energy consumption and expense data for state facilities. The Alaska Retrofit Information System (ARIS) was beta tested for most of the year, was released in Fall 2011, and made available for use by State Agencies in October 2011.

3.1 METHODOLOGIES OF UTILITY DATA COLLECTION

OMB has directed that each State Agency designate personnel to input facility energy consumption and cost information into ARIS. To date, eight State Agencies have designated users for the system and those users have been assigned usernames and passwords. Agencies are beginning to input utility information into ARIS.

In the future, ARIS will be able to generate reports that will be used to see the energy usage for individual facilities, for individual agencies, and for the State as a whole. As of now, they are working on that programming.

3.2 CURRENT CONSUMPTION AND COST

With the focus on getting ARIS online and accessible to all State Agencies, DOT&PF did not collect utility data from other agencies for FY11. Individual agencies will be responsible for entering the utility consumption and cost data for their respective facilities into the ARIS system.

The DOT&PF anticipates being able to use ARIS to give a report and analysis of energy consumption and cost in 2012, using the ARIS program.
3.3 ENERGY USE INDEXES (EUIs)

To determine current energy use of state facilities (over 10,000 square feet), the Energy Use Index (EUI) is generated, which assists in determining comparative energy use and energy efficiency of the facilities.

The EUI is a calculated number representing the annual total of all energy used per square foot of building area, represented as thousand BTUs per square foot (kBTUs /sq.ft.). The total energy consumption for the building comprises the electrical power, natural gas, heating fuel oil, and, in some specific sites, propane used to operate the building.

The energy consumed is converted into BTUs and divided by the square footage of the building. The EUI can then be used to compare and rank all facilities. The larger the EUI, the more energy consumed per square foot. Different types of facilities will have different EUIs based on their operational function, equipment, space usage and occupancies. For example, a healthcare or laboratory facility, an office facility, and a parking facility will all have very different EUIs, ranging from highest to lowest respectively.

Table 4 shows typical units for measuring the energy consumption.

<table>
<thead>
<tr>
<th>Energy Source</th>
<th>Category</th>
<th>Measured In Units of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Consumption</td>
<td>Electricity</td>
<td>Kilowatt-hours</td>
</tr>
<tr>
<td>Electrical Demand</td>
<td>Electricity</td>
<td>Kilowatt</td>
</tr>
<tr>
<td>Natural Gas</td>
<td>Heating</td>
<td>Thousand Cubic Feet</td>
</tr>
<tr>
<td>Heating Fuel Oil</td>
<td>Heating</td>
<td>Gallons</td>
</tr>
<tr>
<td>Propane</td>
<td>Heating</td>
<td>Gallons</td>
</tr>
</tbody>
</table>

Table 4: Typical Energy Units

3.4 PROJECT PRIORITIZATION

The current method of determining project prioritization is to establish baseline EUIs using the most recent years of utility data, and to sort the facilities beginning by the least energy efficient. It is expected that the ARIS program will be able to assist in generating EUIs.

Priority will be given to facilities that are least energy efficient. However individual facility and department needs as well as the geographic locations of the facilities must also be considered.

Because completing the work as cost effectively as possible is essential, when commencing energy efficiency retrofit projects, the DOT&PF intends to group projects by geographic locations to the extent possible. This will assist in expediting project completions, reducing project costs, and maximizing project resources. However, it may mean one group of facilities includes multiple departments and multiple funding sources and that energy retrofits to facilities are not completed in exact order of their baseline EUIs.
4.0 COORDINATION WITH OTHER AGENCIES

The DOT&PF has continued to work closely with both the Alaska Housing Finance Corporation (AHFC) and Alaska Energy Authority (AEA); both close partners in the efforts to achieve the goals of SB220.

The DOT&PF is coordinating with AFHC and all state agencies in the efforts to input State facility data and utility information into the ARIS site and to coordinate the energy retrofit projects at those facilities.

AHFC has created and administering the Alaska Energy Efficiency Revolving Loan (AEERL) Fund Program. State agencies may use the loan program to fund the energy efficiency retrofits. The loans are expected to be repaid by the savings the facility sees due to the improvements to the energy efficiency.

AHFC, AEA and the DOT&PF are working together to gather data related to the energy efficiency of facilities throughout the state. AEA is primarily focused on private commercial and residential facilities, but will also be using the data the DOT&PF collects on state-owned facilities.

Both AEA’s and AHFC’s goal is to collect energy consumption data for public, commercial and residential facilities throughout the state to determine the State’s total energy usage. The DOT&PF will assist in that effort by supplying the consumption data that the State Agencies collect for state-owned facilities.
APPENDIX

ARRA Project Spreadsheet Summary
ARIS AHFC Tutorial
<table>
<thead>
<tr>
<th>Project No.</th>
<th>Building</th>
<th>Projected Total Energy Savings ($)</th>
<th>Single Payback (Years)</th>
<th>Project Cost ($)</th>
<th>Pending Invoices / Expenses</th>
<th>Total Expenses</th>
<th>Percent Spent</th>
<th>Contract Method</th>
<th>Contractor</th>
<th>HA Complete</th>
<th>Current Phase</th>
<th>Implementation Contract</th>
<th>Executed Date</th>
<th>Anticipated Substantial/Completion Date</th>
<th>Anticipated Final Completion Date</th>
<th>Notes</th>
</tr>
</thead>
</table>
ARIS Commercial User Tutorial

Alaska Retrofit Information System (ARIS)

The following tutorial has been put together for State Users who will be responsible for entering and tracking State Facility Energy Usage.

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Section 1
General Over View

This section will provide a general overview of ARIS Web. Clarification: All Images relate to the text directly above them

a) Log In: Go to: https://www.akrebate.com/Login.aspx and enter your user name and password.

b) Commercial Home: This will automatically bring you to the Commercial home page (Screen Shot below). So enter a building or edit a previously entered building, click in the “REAL Form” tab.
c) **Commercial REAL Form**: This form will appear below with several other boxes. Form may take a few moments to load. The bottom portion of this page is the actual REAL Form.
On the REAL Form page, there are several other components to note:

**The Apply Filter Box** – This box allows you to search for and open previously entered buildings. Allowing you to filter buildings by:
- Facility Owner
- Building Name/Identifier
- Building Usage

![Apply Filter Box](image)

**A List of previously entered buildings** – This list will show buildings that have previously been entered into ARIS. Depending on your permissions, you may see buildings that have been entered by other State entities. Buildings will show up in columns by:
- Owner
- Building Name
- Date (This date is the date the file was created)
- Building Usage
- Owner Type

![List of previously entered buildings](image)
d) **Upload**  
If you have been entering all of your data into the ARIS Excel form, you can upload the files here.

![Upload Commercial REAL Data](image)

---

e) **Change Password**  
To change your password, you will be prompted for your old password and then asked to enter your new password twice.

![Change Password](image)

---

f) **Log Out**  
To log out, click the log out tab and you will be logged out of the system and redirect you to the log in page shown above. The system automatically logs you out after a period of inactivity, so be sure to save your entries before you start a new project.
Section 2

How to Enter a New Building

This next section will walk you though how to enter in a new building. When entering a new building, the boxes above the “Building Information “ and “Fuel Usage” tabs can be ignored.

Step 1: Start with a bank REAL Form

If information appears from an existing building search, this can be cleared by clicking the “REAL Form” tab to refresh the page, or by clicking the “Create New.”
Step 2: Entering Building Information

Enter general building information into the blank fields provided. Please note the following:

- For future searching purposes, it will be important to enter correct building names and uses. Use drop down menus where provided.
- Under Major renovations and operations, you will need to hit the “Add” button to add fields if you have numerous renovations or days with varying operational hours/occupants.
- For purposes of this tutorial, we will be using the Kenny Lake K-12 Facility as an example building. Confidential data and information have been hidden in these examples.

![Building Information Form Screenshot]
Step 3: Enter in Fuel Usage Information.  
To enter in the fuel information follow steps a. through f.

a. Go to the “Energy Usage” Tab on the REAL Form.

b. Once this tab loads, click the enter Energy Usage
c. You will be prompted with an “Add energy Usage” Box; select appropriate types and units.

![Add Energy Usage Box]

Once the Energy Type and Energy Unit are selected, select “Add.” You will then see a grid as shown below. From here you can select “Generate Month and Year.” By selecting Generate Month and Year, you can choose the appropriate timeline for your data.

a. For “Beginning Month,” enter a number between 1 and 12.
b. For “Beginning Year,” enter a 4 digit year.
c. Click Generate and the dates will be automatically entered into the sheet below.
e. Once you have your grid with the month and year filled out, you can begin to enter in the Consumption, Cost, and if relevant, the demand cost. Be sure to hit “Save” when you are done.

f. To add another Energy type or time period, simple select “Add Energy Usage.” And follow steps I-V.
Section 3

Search and Edit an Existing Building File

In this example we will search for “K-12” facilities owned by “Copper River.”

Step 1: Enter in your search criteria and hit filter. Results appear in right-hand box.

Step 2: Select the building you would like to view.

- We will be selecting “The Kenny Lake K-12.”
- Once selected the related building text will turn blue and be underlined and the information available on this building will show up in the building information section of the REAL Form. Confidential data and information have been hidden in these examples.
- Under the Building Information Tab, you will be able to view and edit all previously entered data, such as Building Information, Contact Information, Building Specs, Major Renovations, and Operations.
- If you made Changes, be sure to hit Save before you navigate away from the page.
Step 3: View/Edit Energy Usage data.

Under the **Energy Usage** Tab, you can view and edit entered fuel and electrical usage and costs that have been previously entered. For further information on how to edit, review Section 2, Step 3.

- Under Energy Usage Tab, you will be able to:
  - Edit previous data entered
  - Add Energy Usage (Add Rows across)
  - Generate Month and year (Apply date ranges to Added Energy Usage)
  - Save added data

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**For further assistance, contact AHFC Staff:**

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