

MGB ACADEMY · JOB AID

Two-Layer Findings Template*The technical layer for the reviewer, the owner layer for the decision***MGBA-EA-JA-07 · Version 1.0 · Released at Segment 4**

For every recommendation, write two layers. The technical layer states the mechanism and the calculation, and is written for the reviewer. The owner layer is one sentence stating what changes in the owner's life, and is written for the person who has to decide.

WHY TWO LAYERS AND NOT ONE

The owner does not care that the economizer enables free cooling below fifty-five degrees. The owner cares that the spring and fall bills drop and the equipment lasts longer. A report written entirely in the technical layer gets filed. A report written entirely in the owner layer gets discounted in underwriting. The two-layer format is what lets one document serve both readers without weakening either.

The format

Measure	Plain title. Name the equipment or the assembly, not the acronym.
Finding	What you observed and how you observed it. Condition, age, capacity, operating pattern, measured or metered evidence.
Technical layer	Mechanism and calculation. Why the measure produces the savings, by what method, with which inputs, and reference to the methodology disclosure in the appendix.
Owner layer	One sentence. What changes for them. No jargon, no conditional clauses, no percentages that require a baseline to interpret.
Consequence of inaction	Honest, specific, and non-alarmist. What happens to this asset on its current trajectory and on whose schedule.
Cost range and savings	From the economic screening worksheet. Range, not point estimate.
Priority	Where this sits in the recommended sequence, and what it depends on.

Worked examples**EXAMPLE 1 — ROOFTOP UNIT REPLACEMENT**

Technical layer	Six packaged rooftop units, 12.5 to 20 tons, manufactured 2004–2006, operating at an estimated 8.2 SEER equivalent against a 14.0 baseline for current equipment. Replacement with high-efficiency units and integrated economizers modeled by bin analysis; inputs at Appendix B, pages 4–9. Projected 128,000 kWh and 41,000 kWh of avoided cooling and fan energy respectively.
Owner layer	Your building stops paying to cool itself in October.

Consequence of inaction	These units are past service life. The question is not whether they are replaced but whether they are replaced on your schedule, with financing in place, or on their own schedule during a July failure at emergency pricing.
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EXAMPLE 2 — ROOF INSULATION AND AIR SEALING

Technical layer	Existing roof assembly at approximately R-11 against a current-practice R-30. Infrared survey identified continuous thermal bridging at the parapet and eleven discrete penetrations without sealing. Modeled in calibrated simulation as a load reduction ahead of mechanical replacement; interactive effect on the RTU measure is accounted for in the package model, not summed independently.
Owner layer	The building holds the heat you already paid for, and the new equipment you install can be smaller and cheaper because of it.
Consequence of inaction	If the mechanical replacement proceeds before the envelope work, the units will be sized to the current, higher load and the building will carry that oversizing for the next eighteen years.

EXAMPLE 3 — LIGHTING RETROFIT WITH CONTROLS

Technical layer	Approximately 640 fixtures, predominantly T8 fluorescent on manual switching. LED replacement with occupancy sensing in enclosed spaces and daylight harvesting in the perimeter zone. Engineering calculation per recognized method; operating hours from the owner-provided schedule corroborated against interval data.
Owner layer	Lights stop running in rooms nobody is in, and your maintenance staff stops changing lamps.
Consequence of inaction	No failure risk here — this is the measure that pays fastest and makes the rest of the package work economically. Deferring it does not create a hazard; it simply delays the savings that offset the deeper work.

Writing the owner layer

DO NOT WRITE	WRITE
"Implementation of variable frequency drives on the AHU supply fans will reduce fan energy consumption by approximately 43% through affinity-law effects at part load."	"The fans slow down when the building is quiet instead of running flat out all day."
"Envelope thermal performance is substantially below current standards, resulting in elevated conditioning loads."	"You are heating the parking lot through the roof."
"Projected 22% reduction in site EUI."	"About one dollar in five off your energy bill."
"Existing equipment has exceeded ASHRAE median service life."	"This equipment is living on borrowed time."

THE SENTENCE TEST

The owner layer works when the owner can repeat it to a partner, a board, or a lender without looking at your report. That sentence gets forwarded, quoted in the board meeting, and remembered. If your one-sentence translation needs a second sentence to make sense, it is not finished.

Consequence of inaction — stating it honestly

Always pair a finding with the consequence of not acting. Not as a scare tactic — as accuracy. The truthful statement of an asset's trajectory is what lets an owner act while they still have choices. Three rules keep it on the right side of the line: state only what the evidence supports, name the timeframe as a range rather than a date, and never imply that MGB, MCED, or any financing party will act adversely if the owner declines.

Missouri Green Banc

16305 Swingley Ridge Road, Suite 220, Chesterfield, MO 63017 · (866) 554-4083 · communications@missourigreenbanc.org

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