

Commercial Real Estate Efficiency

INVESTIGATIVE STUDY PREAPPROVAL APPLICATION

Business Customer Information

Company name _____ Date submitted _____
Billing address _____ City _____ State _____ ZIP _____
Building address (if different) _____ City _____ State _____ ZIP _____
Contact person (print) _____ Phone _____ Fax _____
Contact signature _____ E-mail* _____ Building sq. ft. _____

* By providing your e-mail address, you are granting Xcel Energy permission to send further e-mails regarding our programs and services.

Xcel Energy premise number: (Elec) (Natural gas)

Estimated completion date _____

Engineering Firm Information

Engineering firm performing study (consulting firm) _____

Engineering firm address _____ City _____ State _____ ZIP _____

Principal investigator performing study _____

If not professional engineer, please provide qualifications below and attach relevant experience:

Qualifications _____

Phone _____ Fax _____ E-mail* _____

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Xcel Energy Funding

Xcel Energy will provide a rebate for Commercial Real Estate Efficiency studies to help customers identify and implement energy-saving opportunities. Xcel Energy will rebate up to 75 percent of the studies' costs, not to exceed \$25,000 in study funding. In order to receive a rebate, the study must be preapproved and a study rebate form must be submitted no later than three (3) months after study completion. To obtain Xcel Energy rebate approval for a study, a customer and the selected engineering firm should complete this form and attach a proposal addressed to the customer. (Please refer to "Proposal, Conditions Requirements" section.)

Note: The Xcel Energy Study Rebate Authorization section of the application must be signed prior to initiation of a Study to qualify for Xcel Energy study rebate. The Study is limited to the evaluation of a potential energy impact project(s). The customer may expand the study scope to include other project-related work.

Energy Use Potential

Xcel Energy realizes that one of the principle outcomes of the study will be an estimate of the energy use and savings obtained from a proposed project. However, Xcel Energy requires some preliminary information about the energy use potential prior to approval of the study to be able to assess the value of the study itself.

Existing peak electric/natural gas demand of equipment or process being studied _____ kW _____ Dth

Existing annual electricity/natural gas consumption of equipment or process being studied _____ kWh _____ Dth

Estimated Energy Impact Potential of the Proposed Project Scope

Electric peak demand _____ % increase/decrease Electricity consumption _____ % increase/decrease

Natural gas peak demand _____ % increase/decrease Natural gas consumption _____ % increase/decrease

Approximate payback of proposed project _____ years. This is an estimate only, please provide if available.

Proposal Requirements

The proposal should provide a brief description of energy impact measures that will be investigated. Please attach a building description and a brief 1-2 page proposal to customer that addresses the following items:

- What system(s) does the customer have now? • What are the feasible alternatives and/or study tasks?
- What are the customers concerns or issues?

Customer's Declaration

The information in this application is accurate and complete. I have read, understood and agree to the "Terms, Conditions and Responsibilities" section of this application.

I, (Customer name) _____, agree to pay the full cost of the study, after Xcel Energy has approved the final report, and am fully responsible for supervising and directing the engineering firm in the performance of the study. I understand that if Xcel Energy does not approve the final report submitted by the engineering firm, that Xcel Energy will not provide the customer a study rebate.

Signature _____ Title _____ Date _____

Engineering Firm's Declaration

(Engineering firm's name) _____ will produce a study according to the study workscope section of the application or as revised according to the attached amendments and has read, understood, and agreed to the "Terms, Conditions and Responsibilities" section of this application. We also do not expect customer payment until Xcel Energy has approved the final report submitted by us.

The cost for performing the study will not exceed \$ _____

Signature _____ Title _____ Date _____

Name (please print) _____ Phone _____ Fax _____

E-Mail* _____

*By providing your e-mail address, you are granting Xcel Energy permission to send further e-mails regarding our programs and services.

Xcel Energy Account Manager

Xcel Energy account manager (signature) _____ Date _____

Phone _____

Xcel Energy Study Rebate Authorization

Xcel Energy agrees to fund this project up to \$ _____. The customer is responsible for paying the balance of the study cost.

Authorized by (product portfolio manager) _____ Date _____

Authorized by (technical consultant) _____ Date _____

Upon Study Completion

Once the study is complete, the engineering firm should forward a draft of the study to:

Commercial Real Estate Efficiency
Xcel Energy
1800 Larimer Street, Suite 1500
Denver, CO 80203

Upon approval of the study (meeting the "Terms, Conditions and Responsibilities"), the engineering firm should send a final copy of the study to the customer, along with the invoice, and to the Xcel Energy account manager. Once the study has been presented to the customer, the customer should fill out the study rebate form and submit to the above address within three (3) months.

TERMS, CONDITIONS AND RESPONSIBILITIES

1. Commercial Real Estate Efficiency study rebates are available to Xcel Energy business customers in Colorado. Colorado natural gas transport customers do not qualify for natural gas rebates.
2. Xcel Energy's conservation rebate programs are subject to 60 days' notice of cancellation. The customer is responsible for checking with the Business Solutions Center at 1-800-481-4700 to ask whether or not the program is still in effect and to verify program parameters.
3. Rebate is only available if Xcel Energy has preapproved the study application prior to completing the study and has approved the final study prior to the purchase and installation of equipment.
4. The Xcel Energy study rebate authorization section of the study preapproval application must be signed prior to initiation of the study.
5. Individuals with demonstrable experience, appropriate to the type of study being performed must be responsible for conducting the study. This person must be a Registered Professional Engineer (P.E.). Xcel Energy, at its discretion, may approve a non-P.E. to perform a study after reviewing their qualifications.
6. The engineering firm performing this study must do so with impartiality towards equipment suppliers, distributors, and all equipment or product brand names.
7. The study must be performed according to the study workscope section of this application.
8. Xcel Energy makes no warranties regarding the study. All such warranties are between the engineering firm and the customer. Rebate qualification does not imply any representation or warranty of the study by Xcel Energy.
9. Xcel Energy reserves the right to conduct inspections of installation and/or make a reasonable number of follow-up visits to the customer's facility to verify savings estimates and/or measure implementation.
10. The study must be completed within six (6) months of the Xcel Energy funding authorization date.
11. Rebate must be applied for within three (3) months of study presentation.
12. Xcel Energy reserves the right to accept or reject any application, study or portion thereof.
13. Xcel Energy's decision relating to customer eligibility for the study or other issues will be final and binding for all parties.
14. Rebate will not be paid until after the engineering firm presents the study to customer.
15. The customer shall be responsible for directing the work of the consultant or the contractor; at no time shall the consultant or contractor be considered an agent, employee, or a contractor of Xcel Energy.
16. Actual rebate amounts are subject to review by Xcel Energy.

Study Workscope: Business Case Justification

Requirements: The purpose of the study is to provide a customer with the necessary business case justification to implement the energy-saving opportunity.

A. Executive summary

The report will include a summary sheet briefly describing the purpose of the study, existing conditions, and options considered.

B. Introduction

In addition, the report will contain an introduction section consisting of customer information and an Xcel Energy (company) disclaimer.

C. Study summary

A Professional Engineer will fill out the summary spreadsheet (i.e. material and/or format provided by Xcel Energy) of capital costs, incentives, energy reduction/increase in kW and kWh, and reduction/increase in natural gas Dth, reduction/increase in district cooling energy use, reduction/increase in other fuels/utilities.

D. Project description

The following will be provided for retrofit opportunities:

- Description of existing equipment, including sketches, drawings, flow diagrams, photos as necessary to explain and describe the project; and
- Explanation of how the proposed project will modify the plant process or building.

The following will be provided for equipment upgrade situations:

- Description of the proposed energy alternative(s) and the comparable "standard" or "normal" alternative;
- Description of plant upgrade and how the different energy alternatives will affect operation and function;
- Description, sketches, drawings or flow diagrams as necessary to explain and describe the energy use relative to the "standard" alternatives.

E. Energy estimate

The following energy-use calculations and calculated estimates will be provided with regard to the project scope of work:

- A calculated estimate of annual electric energy use in kWh, monthly maximum demand in kW and/or natural gas Dth. This calculation will include an indication of when, during the day and year, the demand and energy consumption will occur.
- A calculated estimate of annual electricity/natural gas reductions/increases in use and cost, based on the rate schedule most appropriate for the customer. Request rate information from the customer's Xcel Energy account manager.
- Indication of how estimate data was derived (e.g., theoretical calculations, field measurements, manufacturer's data, etc.)
- An estimate of project life in years.

F. Measurement of energy

The study will include a plan to verify the electric energy use (e.g., after the project is implemented how will the building owner know that the project is using/reducing the energy estimated). Costs associated with verification must be identified.

G. Non-energy project impacts

- The study will estimate other quantifiable benefits and costs to implement the potential energy project, such as impact on building function levels, operating and maintenance costs, and plant reliability. Positive and negative impacts will be considered.
- The study also will provide an indication of project impacts that may be difficult to quantify, such as safety and environmental considerations.

H. Project costs/vendor quotations

Estimated and/or vendor quotations of the incremental project costs will be provided. This will involve a category breakdown of the major pieces of equipment to be installed, removed or replaced, subdivided into internal customer labor, external contractor labor, additional engineering, and equipment component costs. Also, any incremental operating and maintenance costs compared to the existing process or equipment operation should be identified.

I. Financial analysis

Xcel Energy's Summary Sheet, to be filled out with all studies, will calculate simple paybacks and applicable rebates. This analysis takes into consideration all energy and non-energy project costs and benefits including applicable Xcel Energy prescriptive rebate amounts. The Engineering firm is responsible for calculating prescriptive rebate estimates.

J. Implementation

The study is designed to provide business case justification and sufficient information to proceed with implementation.

K. Other Requirements

If applicable, assess cost savings from improved building power factor ratchet charges and Xcel Energy's Saver's Switch program and Electric Rate Savings program, including Time of Day and Peak-Controlled Tiers I and II.

Incentives

Additional incentives for implementing identified conservation measures will be determined by Xcel Energy upon completion of the study.