

# BUSINESS NEW CONSTRUCTION

## ENERGY EFFICIENT BUILDINGS FLOW CHART



### STEP 1\*

Download application from **xcelenergy.com/BusinessNewConstruction** or request it from your account manager.

### STEP 2

Complete and sign the application, then send it to your account manager or **energyefficiency@xcelenergy.com**.

### STEP 3

Xcel Energy will do an initial review of your application and send an acceptance email, that includes the next steps, time frame and additional documents required. The requested documentation includes: construction documents, submittals and/or equipment specifications.

### STEP 4

Xcel Energy will work with you and your plans, identify energy efficiency opportunities and determine rebate potential.

### STEP 5

Xcel Energy will send a letter that shows a preliminary incentive amount and a brief description of any additional energy efficiency recommendations that were identified.

### STEP 6

Approximately two months prior to project completion, you need to contact Xcel Energy to verify construction completion.

### STEP 7

Xcel Energy will complete an on-site verification and update rebate amount based on equipment installation.

### STEP 8

Xcel Energy will complete rebate and send in four to six weeks.