



Energy Design Assistance

Design Team Incentive Request Application

Incentive recipient company information

Company name _____ Federal tax ID # _____

Address _____ City _____ State _____ ZIP _____

Phone number _____ Email* _____

Contact name _____

Xcel Energy has permission to list the design team as a program participant? Yes No

**By providing your email address, you are granting Xcel Energy permission to send further emails regarding our programs and services.*

Project information

Project name _____

Address _____ City _____ State _____ ZIP _____

Check here if this project is participating in CenterPoint Energy's Energy Design Assistance program.

Rembursement

All Energy Design Assistance projects qualify for a one-time reimbursement incentive for the time invested by the design team to help their clients develop high-performance buildings. This incentive application is to be completed by the designated Design Team Lead for the Energy Design Assistance (EDA) project. Incentive payments will be paid in one lump sum and the rest of the design team will then be paid by the Design Team Lead. Please note that multiple invoices and applications are not accepted. One incentive request should include costs for all design team work.

Submission deadline: This Design Incentive Application must be submitted after the Bundle Requirements Document has been issued, but prior to the completion of the construction project.

The design team incentive is a maximum dollar amount based on project square footage as determined below. Actual costs incurred by the design team may be greater or less than the available incentive. CenterPoint Energy will fund a portion of the design team incentive for projects that are participating in their EDA program. In these situations, you will receive one incentive check from Xcel Energy and another from CenterPoint Energy; the total amount will be up to what's listed below. You do not need to submit a separate application to CenterPoint Energy.

Check the square footage that applies to the project.

20,000 sq. ft. to 49,999 sq. ft. = \$4,000

100,000 sq. ft. to 399,999 sq. ft. = \$10,000

50,000 sq. ft. to 99,999 sq. ft. = \$8,000

400,000 sq. ft. or greater = \$12,000

Compliance and authorization

Participation in all required EDA meetings has been completed for this project.

One invoice has been attached to this form and does not exceed the total maximum allowable dollar amount.

I understand that the design team incentive will be made in the form of a check payable only to authorized company representatives.

I am an authorized representative of my company.

Incentive recipient signature _____ Date _____

Requirements

Design team members are expected to participate in all Energy Design Assistance meetings plus participate in the following work efforts led by the EDA consultant for measurement and verification:

Bundle Requirement Document – The purpose of this report is to highlight the strategies identified in the selected bundle.

- **Action:** Project team is requested to provide construction documents, equipment specifications and product submittals/shop drawings for the bundled strategies.

Draft CD Review Report (Enhanced EDA only) – The purpose of this report is to compare the list of strategies identified in the Bundle Requirements Document to the strategies found in the requested CDs, specs and product submittals provided by the project team. A report, documenting the updated savings and incentive amounts will be provided.

- **Action:** Review the draft report. If there was information not provided on certain strategies initially, the project team is requested to provide additional information.

Draft Verification Report – The purpose of this report is to review and identify the strategies found on-site upon project completion. Updated savings and incentives are provided in this report based on verified findings.

- **Action:** Review the draft report. Any additional information not provided on certain strategies, will be requested from the design team.

Incentive application rules and process

- The design team incentive is available to architects, engineers and contractors participating in the Energy Design Assistance program.
- All incentives will be made in a lump sum payment not to exceed available incentive based on square footage after the final EDA meeting has taken place.
- This document is not an agreement between Xcel Energy and any parties listed above.
- Design team incentives are based on work requirements provided by participating in the Energy Design Assistance program. (see requirements section)
- Xcel Energy reserves the right to change or cancel this incentive program at any time.
- Companies receiving \$600 or more in trade incentives in a calendar year will receive a 1099 tax form for their payment.
- Incentives will be processed within four to six weeks of being received by Xcel Energy.
- Design team incentives for joint Xcel Energy and CenterPoint Energy projects are paid via separate checks from each utility.
- An approved design team incentive from Xcel Energy does not guarantee approval through CenterPoint Energy's incentive program.

How to submit this form

Please submit this form along with the invoice listing expenses incurred by the design team to energyefficiency@xcelenergy.com.