

Building Tune-Up Report

Xcel Energy's Recommissioning for small business customers

Sample Administrative Office
123 1st Street
Denver, CO

June 12, 2014



Customer Contact

Customer Contact Name
Management CO
321 2nd Street
Denver, CO
(P) 777-777-7777
(E) Cust@CustCompany.com

Xcel Energy Contact

Account Rep Name
Xcel Energy
1800 Larimer Street
Denver, CO 80202
(P) 777-777-7777
(E) AccountRepEmail@xcelenergy.com

Nexant Contact

Energy Auditor Name
Nexant
867 Coal Creek Circle, Suite 120
Louisville, CO 80027
(P) 777-777-7777
(E) Auditor@AuditorCompany.com

Executive Summary

BUILDING TUNE-UP

Sample Administrative Office is committed to becoming more energy efficient throughout its organization. This commitment has been demonstrated through pursuit of a Building Tune-Up. This report details cost-effective opportunities to save energy and reduce operating expenses, and describes how you can take full advantage of the resources available through Xcel Energy’s rebate programs.

Xcel Energy is committed to serving your energy needs. The Building Tune-Up is one of the ways that Xcel Energy is working to help Sample Administrative Office manage its energy use and costs. This Building Tune-Up, conducted on June 12, 2014, and Building Tune-Up report are intended to provide clear documentation of cost-effective opportunities to save energy. The identification of these opportunities is the first step in making your building more energy efficient.

Together, 4 energy conservation opportunities were identified, with a total estimated annual cost savings of \$3,439.

Based on the Building Tune-Up completed on June 12, 2014, we recommend that you implement the following cost-effective, energy-saving opportunities to maximize savings for Sample Administrative Office. Recommended opportunities are those that are feasible at your facility and cost effective. The opportunities with the highest return on investment are presented first.

All costs and savings are first order estimates. Please see the detailed descriptions in the Recommissioning Energy Conservation Opportunities section for full details and assumptions for each opportunity.



BUILDING TUNE-UP OPPORTUNITIES

Opportunity 1. AHU Run Time Reduction	Annual Savings: \$2000 Cost after Incentive: Included with study cost Simple Payback: 0.25 years	Status: Fix completed on-site AHUs scheduled with appropriate operating hours to reduce energy usage through reduced equipment run times
Opportunity 2. AHU supply air temperature reset	Annual Savings: \$732 Cost after Incentive: \$1,124 Simple Payback: 1.5 years	Status: Yet to be implemented The supply air temperature set points shall be programmed with a reset schedule to reduce the amount of reheating required at the terminal boxes
Opportunity 3. Schedule Exhaust Fans	Annual Savings: \$107 Cost after Incentive: Included with study cost Simple Payback: Immediate	Status: Fix completed on-site Programed exhaust fans to turn off when the building is generally unoccupied
Subtotal: Building Tune-Up Opportunities	Annual Savings: \$2,839 Cost after Incentive: \$1,624 Simple Payback: 0.6 years	



CAPITAL COST OPPORTUNITIES (Payback less than two years and capital cost more than \$1,000)

	Opportunity 4.	Annual Savings:	\$600	Install switch mounted occupancy sensors in areas where employees may forget to turn off lights such as offices, conference rooms, restrooms and break-rooms.
	Lighting Controls	Cost after Incentive:	\$1,200	
		Simple Payback:	2.0 years	
Subtotal: Retrofit Opportunities		Annual Savings:	\$600	
		Cost after Incentive:	\$1,200	
		Simple Payback:	2.0 years	

ENERGY EFFICIENCY: A SMART INVESTMENT

By implementing the energy-saving opportunities in this report, you will save an estimated **\$3,439** or **9%** of the **\$37,000** you currently spend on annual energy costs.

In total, these opportunities will require an investment of \$2,824 (including study cost) by Sample Administrative Office after an estimated \$3,873 in technical assistance and implementation incentives provided by Xcel Energy.

With a simple payback of 0.8 years after Xcel Energy incentives, the energy efficiency recommendations in this report offer a low-risk, high-reward investment that outperforms traditional investment choices.

With Xcel Energy's technical assistance and incentives, energy efficiency is within reach.

All costs and savings are first order estimates. Please see Recommended Energy Conservation Opportunities section for an explanation of estimates and estimate details.

Investment at a Glance

- Improve your Bottom Line
Cost savings of \$3,439 will reduce annual energy costs by 9%
- Big Discount on Efficiency
Cash incentives cover 58% of total costs, saving you \$2,824
- Return on Investment
A 0.8 year simple payback is a low-risk, high-reward investment
- Every \$1 invested
in Energy Efficiency, you will save \$3 over the lifetime of improvements

TAKE ACTION

For complete information on cost saving opportunities and program next steps:

- See **Recommended Energy Conservation Opportunities** for a complete breakdown of implementation costs, cost-savings, and incentives for all of the recommended opportunities for Sample Administrative Office.
- See **Xcel Energy Program Options** for next steps, program contact information, and process details.
- **Contact your account rep**, Account Rep Name at 777-777-7777, to determine an energy efficiency strategy that works for you.

Xcel Energy Disclaimer

The estimated costs shown for each opportunity are based on previous experience with comparable cost reduction plans in other facilities. While the energy conservation and load management measures contained in this report have been reviewed for technical accuracy, Xcel Energy and VENDOR do not guarantee the cost savings or reduction in total energy requirements presented in the recommendations. Xcel Energy and VENDOR shall, in no event, be liable to CUSTOMER in the event that the potential energy savings are not achieved.

The recommendations are based on an analysis of conditions observed at the time of the survey, information provided by Xcel Energy and costs based upon VENDOR experience on similar projects. Estimated savings are computed on the basis of research by government agencies product literature, and engineering associations. Actual savings will depend on many factors including: conservation measures implemented, seasonal weather variations, fuel price increases and specific energy use practices of the facility's occupants and workers. Performance guidelines provided in the report are for informational purposes only and are not to be construed as a design document. This report is written for energy saving purposes only and should not be used for bid specifications.

Xcel Energy will not benefit in any way from your decision to select a particular contractor or vendor to supply or install the products and measures recommended by VENDOR. You are encouraged to ask for the option of contractors or suppliers you have worked with in the past for further information on the suggested measures.

Disturbance, removal or replacement of building material, insulation system, high intensity discharge and fluorescent lamps, lamp ballasts, power factor correction capacitors, starting and running capacitors of motors and other potentially hazardous components that contain asbestos, mercury or PCB's will require proper handling and disposal in accordance with applicable federal and state laws and regulations. It is the customer's responsibility to ensure that the contractor follows such guidelines in implementing the recommendations of this report.

Xcel Energy advises that customers check with their Xcel Energy sales representative to determine the estimated value of their rebate and to verify that the equipment qualifies for Xcel Energy programs prior to implementing any conservation measure. Some measures identified in this report may qualify for an Xcel Energy Custom Efficiency rebate. Custom Efficiency projects require preapproval prior to purchase and installation. The customer is responsible for submitting project information to their Xcel Energy sales representative to obtain preapproval for Custom Efficiency projects and to determine the eligible custom rebate amount.

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FACILITY OVERVIEW

Sample Administrative Office is located at 123 1st Street in Denver, CO. The facility has approximately 25,000 square feet of gross floor area and was built in 1987.

The property is currently managed by Management CO which has been managing the property since 1995. Regular occupancy hours for the building are Monday through Friday from 6:00 am – 6:00 pm. All lighting is wall switch lighting with no occupancy controls. Lighting is a mixture of T-8 lighting and CFL fixtures in hallways, corridors, and offices.

The offices are heated and cooled with HVAC equipment as listed below. The HVAC equipment is controlled by a Building Automation System (BAS). The office spaces also have a 40 gallon gas fired domestic water heater.

Figure 1: Energy Using Equipment Table

Equipment ID	Description	Capacity/Size	Area Served
AHU 1	Rooftop Unit East	15 ton	Floor 1
AHU 2	Rooftop Unit West	15 ton	Floor 2 East
AHU 3	Rooftop Unit North	5 ton	Floor 2 West
AHU 4	Rooftop Unit East	3 hp	Floor 1
AHU 5	Rooftop Unit West	3 hp	Floor 2 East
AHU 6	Rooftop Unit North	2 hp	Floor 2 West
SF 1	Supply Fan	3 hp	Building

ENERGY USE AND BENCHMARKING

Energy Use

- Sample Administrative Office's **annual energy cost is approximately \$37,000.**
- Sample Administrative Office purchases electricity from Xcel Energy under the Secondary General Rate
- Sample Administrative Office purchases natural gas from Xcel Energy under Commercial Gas Rate

Figure 2: Annual Utility Summary

Fuel	Cost	Cost per ft ²	Consumption	Average Rate
Electricity	\$32,000	\$1.10	280,000 kWh	\$0.07 / kWh
Natural Gas	\$5,000	\$0.14	4,000 therms	\$0.84 / therm
<i>Total</i>	<i>\$37,000</i>	<i>\$1.24</i>	–	–

Figure 3: Account Information

Account Type	Account Number	Premise Number
Electric and Gas	12-3456789-0	987654321

Monthly Electricity Use

- Space cooling** accounts for about 27% of electrical consumption
- Lighting** accounts for about 26% of electrical consumption
- The remaining electric consumption is as detailed in End-use chart below
- The electric demand profile **is typical** for an office

Figure 4: Monthly Electricity Use: Previous 12 months

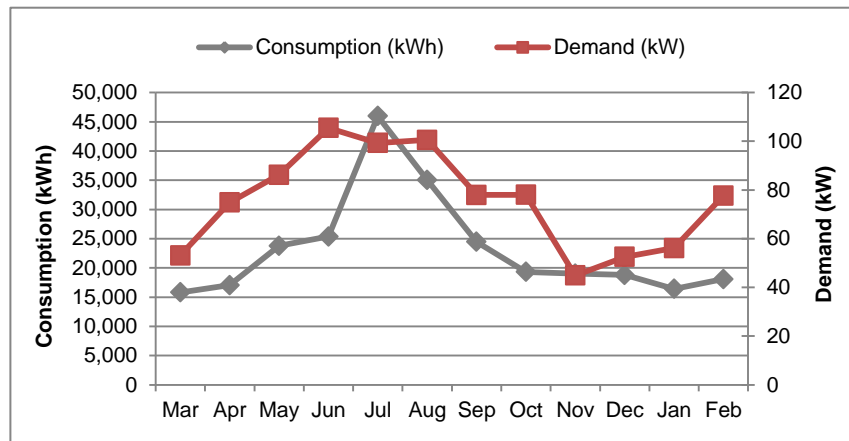
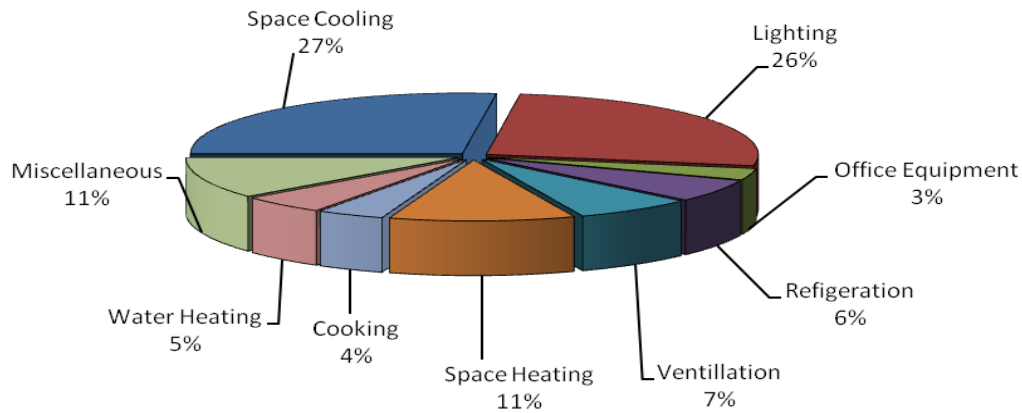


Figure 5: Estimated kWh End-use



Monthly Natural Gas Use

Figure 6: Monthly Natural Gas Use: Previous 12 months

- **Space heating** accounts for about 55% of natural gas consumption
- **Water heating** accounts for about 38% of natural gas consumption
- The remaining natural gas consumption is as detailed in End-use chart below
- This natural gas profile is **typical** for an office

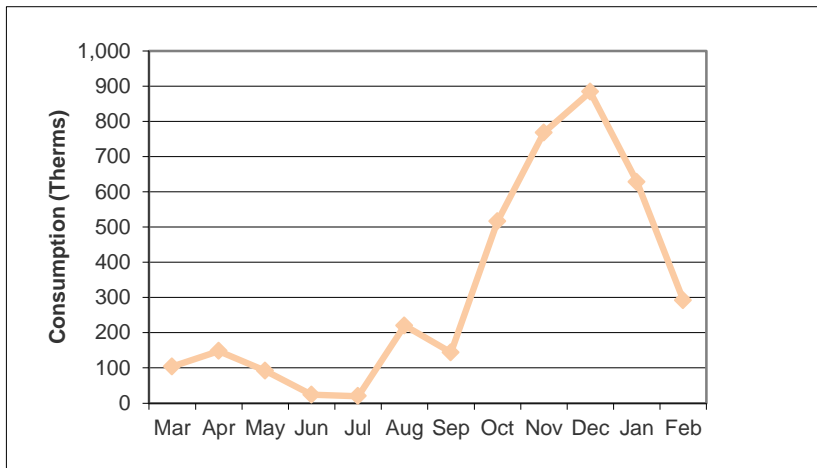
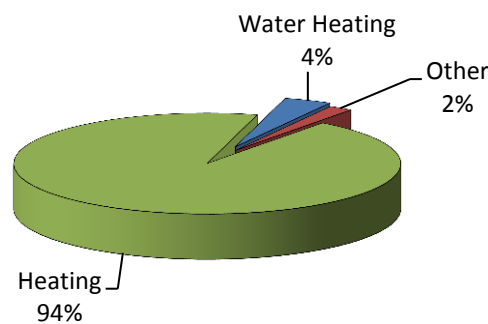


Figure 7: Estimated Natural Gas End-use



Energy Benchmarking Results

WHAT IS ENERGY BENCHMARKING?

Energy benchmarking is a process of comparing the energy performance of one building to industry standards. Benchmarking your building gives you a sense of its energy performance relative to similar buildings, and therefore provides an indication of the potential energy savings from implementing energy efficiency projects. This report uses energy use intensity (EUI) and portfolio manager's Energy Performance Rating as a benchmark metrics.

ENERGY STAR PORTFOLIO MANAGER®

ENERGY STAR Portfolio Manager is a free online energy benchmarking tool created by the Environmental Protection Agency. It allows users to track and assess energy consumption across your entire portfolio of buildings.

Portfolio Manager rates a building's energy performance on a scale of 1 (worst performance) to 100 (best performance) relative to similar buildings nationwide. (To make the comparison accurately, a building's energy consumption is normalized for several significant factors such as the building's size, function, geographical location, and occupancy.) An Energy Performance Rating of 50 indicates that about half of similar facilities in the United States are less energy intensive than the rated facility, and half are more energy intensive. A facility that scores 75 or higher is eligible to receive the ENERGY STAR® label.

BENCHMARKING RESULTS

Sample Administrative Office's current energy use intensity (EUI), energy use by square foot, is 65 kBtu/ft², which is higher than similar facilities. A lower EUI indicates better energy performance.¹

Sample Administrative Office received an Energy Performance Rating of 40 which indicates that the facility's energy performance is low as compared to similar building types across the nation. Implementing the energy efficiency opportunities recommended in this report could increase the Energy Performance Rating to 65.

Figure 8: Energy Use Intensity

	ENERGY USE INTENSITY (KBTU/FT ²)
National Average	62
Current	65
Improved	47

Figure 9: Energy Star Facility Performance

12 Months Ending	Current Site Energy Intensity (kBtu/ft ²)	Actual Energy Cost	Current Rating (1-100)	Target Rating (1-100)
December 2013	65	\$37,000	40	65

TRACK YOUR PROGRESS

It is recommended that Sample Administrative Office maintain the Portfolio Manager account created for the building by entering the building's monthly energy consumption data into the online database. This continued tracking of energy performance will show the impact of energy efficiency projects implemented at your building.

¹ Energy use intensity numbers reported here are site energy intensities. Site energy represents all energy consumed on site, as recorded in utility bills. Source energy represents all raw fuel required to operate the building, including all transmission, delivery, and production losses. Source energy intensity is higher than site energy intensity because source energy intensity accounts for energy wasted in conversion from source fuel to site energy (such as conversion of coal, gas, or other fuels to electricity). Energy Performance Ratings are based on source energy intensity. Portfolio Manager uses an average electricity conversion factor for the entire United States of 3.34, which indicates that source energy required for generation of electricity is 3.34 times the actual electrical energy consumed on site.

IMPROVE YOUR BUILDING'S PERFORMANCE



Sample Administrative Office's current energy performance is lower when compared to similar facilities in the U.S. Implementation of the recommendations in this report would increase the Energy Performance Rating from 40 to 65. Buildings with a score over 75 are eligible for ENERGY STAR certification.

RECOMMENDED ENERGY CONSERVATION OPPORTUNITIES

CRITERIA FOR RECOMMENDATIONS

The recommended energy savings opportunities are organized into the categories listed below. Within each category, the opportunities with the highest return on investment are presented first.



Building Tune-Up Opportunities (Recommissioning existing equipment and/or systems)



Capital Improvement Measures (Prescriptive and/or Custom opportunities)



Strategic Opportunities (Additional opportunities that warrant further investigation)

Energy savings opportunities were recommended because they:

- Reduce electric demand and electricity and gas usage
- Are low cost and have very attractive paybacks
- Appear feasible at your facility

ASSUMPTIONS AND CALCULATIONS

For each opportunity, we present first order estimates of energy savings, project costs, and potential incentives from Xcel Energy. Lifetime savings estimates are based on net present value of energy savings over the estimated useful life of the opportunities. These first-order estimates should not be used to justify capital investment without further consideration; rather, they are provided as a guide for selecting energy saving opportunities for further review.

The opportunities, savings estimates, cost estimates, and incentives estimates are based on the best information available at the time of the assessment including:

- Observations made by auditor during the on-site Building Tune-Up
- Information provided by Sample Administrative Office
- Energy use history provided by Xcel Energy

DETERMINATION OF INCENTIVES

The final incentives paid by Xcel Energy will depend on:

- Chosen Energy Efficiency Program: Incentives detailed below are those available through Xcel Energy. Incentives vary across Xcel Energy's suite of energy efficiency programs, and some require preapproval prior to installation. Recommended opportunities in this report are not automatically preapproved for incentives through any of Xcel Energy's energy efficiency programs.
- Final scope and cost: The key inputs and assumptions used for calculating energy savings and incentive amounts are included with the description of each opportunity in this report. If an opportunity is selected for implementation, any of these values may be refined and could impact the incentive amount.
- Eligibility Requirements: All projects must meet Xcel Energy eligibility and cost effectiveness guidelines before they can be approved for incentives.



Building Tune-Up Opportunities

Opportunity 1: AHU run time reduction

OVERVIEW

When HVAC equipment runs for extended hours, energy is used unnecessarily for fan operation, heating, and cooling. Reducing the number of operating hours to closer match the building schedule can have significant energy savings. This change generally does not reduce peak electric demand since the reduced hours will not occur at peak operating times. Savings will be realized for the reduced fan operating hours, reduced outside air and system heating/cooling energy at the central air handling unit, and reduced heating energy at zone reheat coils (if applicable).

ENERGY SAVINGS

Annual Cost Savings	\$2000
Electrical Savings	50,000 kWh
Demand Reduction	0.0 kW
Therm Savings	400 Therms

ECONOMIC SUMMARY

Simple Payback	0.25 yrs	COMPLETED ON-SITE?	Yes
Estimated Project Cost	included w/ study		
Estimated Xcel Energy Rebate	- included w/ study		
Net Cost	\$0		

CURRENT CONDITIONS

AHU fans are currently not shutting down during unoccupied times.

RECOMMENDATION

It is recommended that these units have their runtime reduced to closely match the building occupancy schedule. Additionally, it is recommended that each AHUs daily start time is pushed back during the summer months when there are fewer occupants in the building.

IMPLEMENTATION DETAILS

The occupancy hours for this building are 6 am to 6 pm. The AHUs will be shut down when the building is not in use between 6 pm and 6 am Monday through Friday, and all day on Saturday and Sunday.

IMPACT ON OPERATIONS

This measure is not expected to impact operations or occupant comfort during regular occupancy hours.

Opportunity 2: AHU supply air temperature reset

OVERVIEW

To provide heating and cooling control at the zone level, a low supply temperature is provided at the AHU and zone reheat coils are used to provide heating in the necessary zones. If the supply air temperature is lower than needed to meet zone cooling requirements, additional energy is used to reheat the air being supplied to the zones that do not have a call for cooling. A reset strategy allows the supply air to raise as the cooling load on the system reduces which lowers reheat energy use. For constant volume systems, raising the cooling supply air temperature can also reduce cooling energy. For variable volume systems, raising the cooling supply air temperature will increase the airflow which typically results in a net energy gain.

ENERGY SAVINGS

Annual Cost Savings	\$732
Electrical Savings	0 kWh
Demand Reduction	0 kW
Therm Savings	1190 Therms

ECONOMIC SUMMARY

Simple Payback	1.5 yrs	No
Estimated Project Cost	\$1,600	
Estimated Xcel Energy Rebate	- \$476	
Net Cost	\$1,124	

COMPLETED ON-SITE?

CURRENT CONDITIONS

The supply air temperature is not currently fluctuating linearly with the return air temperature and increase in temperature as the air temperature decreases.

RECOMMENDATION

The supply air temperature set points shall be programmed with a reset schedule to reduce the amount of reheating required at the terminal boxes. The mixed air temperature set point shall be programmed to track the supply air temperature set point, to optimize energy savings.

IMPLEMENTATION DETAILS

The following values and assumptions were used in this analysis:

Supply Air Temperature Reset Schedule

Zone Temperature (°F)	Supply Air Temperature (°F)
70	60
75	55

IMPACT ON OPERATIONS

Retrofits could be performed outside of AHU operating hours so that no impact on occupant comfort occurs.

Opportunity 3: Exhaust Fan

OVERVIEW

Scheduling the exhaust fans to turn-off during unoccupied hours will reduce fan operating hours and save energy.

ENERGY SAVINGS

Annual Cost Savings	\$107
Electrical Savings	3,055 kWh
Demand Reduction	0 kW
Therm Savings	0 Therms

ECONOMIC SUMMARY

ECONOMIC SUMMARY		COMPLETED ON-SITE?
Simple Payback	Immediate	Yes
Estimated Project Cost	included w/study	
Estimated Xcel Energy Rebate	- included w/study	
Net Cost	\$0	

CURRENT CONDITIONS

The exhaust fans operate 24/7, even when the building is unoccupied.

RECOMMENDATION

It is recommended that the exhaust fans be programmed to turn off when the building is generally unoccupied. The recommended schedule, based on discussions with the building operators is 6 am to 6 pm, Monday through Friday.

IMPLEMENTATION DETAILS

Savings for this measure were calculated by reducing the hours that the exhaust fans operate. The baseline operation was determined from the BAS. The implemented operating hours are the same as the hours proposed for the AHUs.

IMPACT ON OPERATIONS

This measure is not expected to impact operations or occupant comfort during regular occupancy hours.



Capital Improvement Measures

Opportunity 4: Lighting Controls

ENERGY SAVINGS

Annual Cost Savings	\$600	
Electrical Savings	15,000	kWh
Demand Reduction	0	kW
Steam Savings	0	Therms

ECONOMIC SUMMARY

Simple Payback	2.0 yrs
Estimated Project Cost	\$1,680
Estimated Xcel Energy Rebate	- \$480
Net Cost	\$1,200

CURRENT CONDITIONS

It was observed during the walk-through that nearly all lighting circuits are controlled by manual switches.

RECOMMENDATION

It is recommended that switch mounted occupancy sensors be installed in areas where employees may forget to turn off lights such as offices, conference rooms, restrooms, and break-rooms. Occupancy sensors automatically turn on lights when occupancy is detected and shut them off after a pre-programmed period of inactivity. Infrared sensors, which detect emitted heat sources, are recommended for the offices, conference rooms, and break-rooms where switches have 'line-of-sight' visibility to occupants. In rooms where occupants may be obscured from the occupancy sensor, such as restrooms, dual technology sensors are recommended. Dual technology sensors rely on both infrared and ultrasonic sensors to determine space occupancy. The assumptions that were included in this analysis include:

- 30% reduction annual operating hours
- Interactive heating and cooling gas and electricity savings were included

IMPLEMENTATION DETAILS

Scope of Lighting Retrofit

Qty	Location Type	Controlled Fixtures	Fixtures per Room
2	Restrooms	Compact Florescent	1
10	Area 1	Fluorescent, (3) 48", T-8	1
10	Area 2	Fluorescent, (3) 48", T-8	1
10	Office	Compact Florescent	1

Xcel Energy offers a prescriptive rebate of \$15 per wall-mounted occupancy sensor or photocell and \$30 for each ceiling-mounted occupancy sensor.

IMPACT ON OPERATIONS

No expected impacts on operations.



Strategic Opportunities

Additional opportunities that warrant further investigation were identified during the Building Tune-Up Report audit.

Opportunity 5: Install ENERGY STAR® Appliances

One step towards reducing energy usage in the offices and throughout the building would be to upgrade the existing appliances and office equipment to high-efficiency models. The U.S. Environmental Protection Agency's ENERGY STAR program provides guidelines for energy efficient technologies. ENERGY STAR qualifying equipment is typically 10% to 20% more efficient than standard equipment. ENERGY STAR provides specifications for high-efficiency refrigerators, dishwashers, computers, printers, copiers and many other appliances. Replacing the existing appliances and office equipment with ENERGY STAR qualifying equipment, will help Sample Administrative Office save energy and reduce its electricity bills. More information can be found at the ENERGY STAR website at www.energystar.gov.

Opportunity 6: Familiarization with Rebate Programs

It is recommended that staff at Sample Administrative Office familiarize themselves with all of the rebate programs available to them through Xcel Energy. These rebate programs are designed to reduce the capital cost required to install high-efficiency equipment, reduce paybacks, and make energy-efficiency a more attractive proposition. Additionally, changes in market forces cause rebate programs to constantly shift their requirements and incentive levels. It is recommended that Sample Administrative Office keep up to date with current program offerings so that economic and purchasing decisions can be made in an educated manner. More information about programs offered by Xcel Energy can be found on their website at: www.xcelenergy.com

NEXT STEPS

WORKING TOGETHER FOR ENERGY EFFICIENCY

- **Contact your account rep**, *Account Rep Name* at 777-777-777 to determine an energy efficiency strategy that works for you.
 - After the Building Tune-Up report has been presented to you, please **submit your completed customer implementation plan**, which can be found in the Implementation Plan and Signature Page tab of the attached rebate form, to your Xcel Energy representative.
- We encourage you to implement the measures recommended in your report. When you know which measures you plan on implementing, please notify your Xcel Energy representative.
- Your Recommissioning implementation rebate form is also enclosed. When you have implemented any of the Recommissioning measures, please sign and date a copy of the rebate form and include the costs per measure implemented on the Implementation Plan and Signature Page tab. Send this along with your itemized invoices to your Xcel Energy representative.

REBATE PROCESS



TAKE ADVANTAGE OF CASH REBATES

In addition to providing this low cost Building Tune-Up, Xcel Energy also provides cash rebates to assist you in reaching your energy efficiency goals. Xcel Energy provides a suite of energy efficiency programs to meet diverse customer needs. For additional information and program materials, please visit xcelenergy.com/Save_Money_&_Energy/Find_a_Rebate.

ENERGY EFFICIENCY FINANCING

Xcel Energy, in partnership with the following local organizations and independent financial institutions, helps offer financial solutions for business customers.

Elevations Credit Union Energy Loan: These Energy Loans work directly with Energy Advisors from Boulder County and the City and County of Denver so you can be sure you are taking advantage of all available rebates. With a 70+% conversion rate from enrollments, the EnergySmart and Denver Energy Challenge Energy Advisors are an advocate for your business, and with loans starting at 2.75%, they can help you get to “yes” more often. For more information on energy loans offered through Elevations Credit Union please visit: elevationscu.com/energyloans/ or call at 1-800-429-7626 to speak with a lending representative.

- EnergySmart (Boulder County) energysmartyes.com | 303-544-1000 (Home) 303-441-1300 (Business)
- Denver Energy Challenge (City & County of Denver) denverenergy.org | 720.865.5520

TIP Capital: This program is designed to provide commercial financing solutions for energy efficiency retrofit projects for small businesses, professional corporations, non-profits, and municipalities who desire to reduce or eliminate the up-front cost, and allow the energy savings to pay for project over a reasonable

period, generally 2-to-5 years. TIP Capital designed the program to be user-friendly and easy to understand, with an efficient streamlined process.

- For an energy-efficient finance quote or more information, please contact your dedicated TIP Capital representative, Ross Reida, Vice President of National Accounts, Specialty Markets Group at 360-882-2500 or rreida@tipcapital.com.

Your Xcel Energy account representative will work with you to determine your next steps and help guide you through the process of applying for and receiving cash incentives from Xcel Energy.

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