

Engineering Study Process

Follow This Guide to Receive Funding for Your Study.

1. Get your study preapproved

- Review the Xcel Energy Study Scope of Work Outline (SOW) and Study Funding application with your selected trade partner (study provider).
- Fill out the paperwork, including:
 - Study Funding application: fill out preapproval request and study description sections (be sure to complete and sign the Study Payment Section on the bottom half of the application).
 - Attach the study proposal you receive from the trade partner
- Submit the paperwork to your Xcel Energy account manager or to energyefficiency@xcelenergy.com.

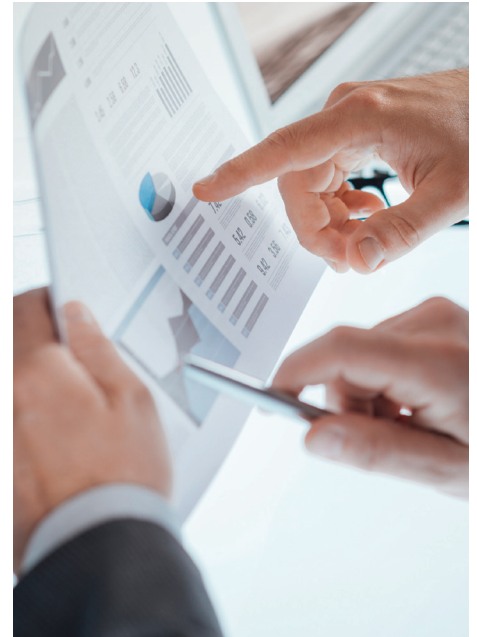
We will review your submission and contact you with any questions. When your study is approved, you will receive a preapproval letter.

2. Conduct the study

- After you receive your preapproval letter, your trade partner can begin work on the study.
- Once the study is concluded, review and accept the results.
- Submit payment to the trade partner for the study and SOW services rendered.

3. Request reimbursement for the study

- Work with your trade partner to assemble the paperwork including:
 - Final report, invoice for the study and the original application
 - The paperwork above must be submitted to your Xcel Energy account manager or to energyefficiency@xcelenergy.com, no later than three months from the date of the study invoice.
- We will review your submission and final study report and contact you with any questions. Once approved, you will receive a study funding rebate check (per the amount designated in your preapproval letter).



If you have any questions, please contact your account manager or an energy efficiency specialist at **1-855-829-8862**. Visit [xcelenergy.com/Business](https://www.xcelenergy.com/Business) for information about our energy efficiency studies and rebate programs.