



## Building Commissioning Program 2012 Rebate Application

Elk River Municipal Utilities, PO Box 430, Elk River, MN 55330 Ph: 763-441-2020

### Business Customer Information

Company name	_____		
Billing address	_____	Phone	_____
	_____		_____
	City	State	ZIP
Installation address <i>(if different from above)</i>	_____		
	_____		
Account number	_____		
Contact name	_____	Phone	_____
Email	_____		

### Vendor Information

Vendor name	_____		
Vendor address	_____		
	_____		
City, State, ZIP	_____		
Vendor Contact Name	_____	Phone	_____
Email	_____		

The undersigned does hereby certify that 1) The undersigned, and not Elk River Municipal Utilities (ERMU), is solely responsible for the accuracy of the information contained in this application, 2) all rules of the Building Commissioning Rebate program have been followed, and 3) the Commissioning is complete. Further, the undersigned acknowledges that nothing contained in the application shall impose any liability on ERMU for the work performed and information presented by the customer's engineer, contractor or vendor.

Customer signature \_\_\_\_\_ Date \_\_\_\_\_

### How to Apply for This Rebate

1. Fill out this rebate application. All information needs to be supplied before a rebate check can be issued. Please note all warranty information, rules, and qualifications on the rules and information tabs of this form.
2. Complete and e-mail this form to [tsagstetter@elkriverutilities.com](mailto:tsagstetter@elkriverutilities.com).
3. Call Tom Sagstetter at (763) 635-1332 with any questions.

Application # \_\_\_\_\_

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### **Specific Rules and Qualifications**

1. Commissioning project types may include:

- Commissioning of new buildings.
- Retro-commissioning of existing buildings, never before commissioned.
- Re-commissioning of existing buildings (may not been commissioned in previous 5 years).

2. The project building size must be 50,000 square feet or more.

3. Additional rebates are available for implementing or installing energy-efficient electrical equipment that performs beyond the Minnesota State energy code requirements through either the prescriptive or custom rebate programs. Existing equipment does not qualify.

4. Commissioning agents must be a third party independent vendor with a business focus in commissioning in order to qualify for a rebate. Providers may include contractors, consulting engineers or design-build firms.

5. The rebate incentive for the energy-efficiency measures selected and implemented will be made according to the results of the verification post-construction project completion.

6. Payment of the rebate incentive will only be made after the building has been commissioned and a report has been completed and supplied to the member with the following documentation included:

- Physical commissioning complete with all no/low cost measures such as updated schedules, HVACR optimization, etc. at post-commissioned performance per report.
- Descriptions of mechanical systems and electrical systems, operational/control strategies and site maintenance activities/schedules.
- Documentation of system operations: HVACR systems, building assembly, conveying systems, electrical systems, and others as agreed to by vendor, member and the cooperative.
- Description, documentation and recommendations for energy and cost-savings strategies (kW, kWh, BTU) based on standard engineering calculations and site measurement data with weather adjustments taken into

- Measurement and verification of energy savings through a combination of engineering calculations using spot check data, on-line monitoring and trending using existing EMS and/or data loggers.
  - Documented plan for building operator awareness training aimed at sustaining optimum system operation by performing continuous system monitoring, assessment and maintenance.
  - Identification and resolution of building system operation, control and maintenance problems. Energy management systems and lighting control systems must be made operational and optimized.
  - Reduction or elimination of occupant complaints related to HVACR, lighting and other related systems.
  - Inventory of projects related to mechanical and electrical systems of the building that require major repair or replacement, with estimated project cost and recommendation on urgency of repair/replacement.
  - Financial analysis prepared according to criteria established by the member and the cooperative typically including simple payback, ROI and life-cycle cost analysis.
  - Identification and listing of potential efficiency opportunities that may qualify for prescriptive or custom energy grants.
  - Building performance documentation is available to assist in achieving building certification such as LEED or ENERGY STAR®.
  - Verification by Elk River Municipal Utilities that all energy-efficiency measures and equipment have been implemented.
7. Rebates and incentives will be denied if the commissioning activity does not adequately document the implementation of the energy-efficiency measures consistent with good engineering and design practices.

### **Warranty Information**

Rebate qualifications do not imply any representation or warranty of such equipment, design or installation by ERMU. ERMU shall not be responsible or liable for any personal injury or property damage caused by this equipment. ERMU does not guarantee that a specific level of energy or cost savings will result from the implementation of energy conservation measures or the use of products funded under this program. In no event shall ERMU be liable for any incidental or consequential damages.

### **Other Important Program Rules**

1. The cost shall be shared; 50 percent ERMU and 50 percent customer.
2. The customer is responsible for checking with ERMU to determine whether funding is available and to verify program parameters.
3. ERMU reserves the right to conduct random inspections of installations.
4. The maximum rebate amount shall be the lesser of 50 percent of the project cost or \$20,000.
5. Qualifying customers must apply for 2012 rebates no later than November 16, 2012.

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2012 Rebate Application**

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**Business Name** \_\_\_\_\_

**Project Information**

Project name \_\_\_\_\_

Project location \_\_\_\_\_

Total square footage \_\_\_\_\_ Parking garage is \_\_\_\_\_ square feet of total project

Commissioning cost \_\_\_\_\_

kW savings\* \_\_\_\_\_

ERMU rebate \_\_\_\_\_

kWh savings\* \_\_\_\_\_

\*estimated savings from potential energy conservation measures reported in audit document

**Commissioning Consultants' Information**

**General Contractor**

Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

**Mechanical Engineer**

Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

**Electrical Engineer**

Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_