

# Retro-Commissioning Incentive Application

## Customer Information:

Customer Name:

Contact Name:

Address:

Contact Phone Number:

City:

Contact Email:

State:

Zip Code:

## Study Provider Information:

Study Provider Name:

Contact Name:

Address:

Contact Phone Number:

City:

Contact Email:

State:

Zip Code:

## Facility Information:

Project Name:

Project Address: (May be different than customer address)

City:

State:

Zip Code:

Predominant Facility Use:

Inpatient Healthcare	Retail	Other
Outpatient Healthcare	Higher Education	
Medical Office	K-12 Education	
General Office	Laboratory	
Mixed Use	Other	

Please Note: Only one application per building will be accepted.



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## Project Information:

All information must be completed for the project to be considered for the Program. A Utility Analysis Spreadsheet is available upon request to aid in the calculation of the items below. However, the Study Provider is encouraged to utilize the best tools at their disposal. All calculations must be submitted with this application for review.

Please submit all requests to [aesindianaretrocx@aes.com](mailto:aesindianaretrocx@aes.com)

## Utility Information:

AES Account Number (in the top right corner of your bill):

Primary Natural Gas Utility Account Number:

AES Service ID (in the middle of the first page of your bill):

Customer Name as it appears on the bill:

AES Meter (there may be multiple, please list all from the last page of your bill):

Aggregate Annual Natural Gas Consumption (Therms):

Aggregate Annual Electric Consumption (kWh):

Peak Demand (kW):

## Benchmarking:

Energy Usage Intensity (kBtu/SF):

ENERGY STAR® Score (if applicable):

Median Energy Usage Intensity (kBtu/SF)

(for properties in same category with ENERGY STAR® Score of 50):

(as determined by ENERGY STAR® or CBECS for the predominant building use)

## Utility Analysis:

Balance Point, Cooling:

Balance Point, Heating:

Percent Annual Weather-Dependent Electricity Consumption (%):

Percent Annual Weather-Dependent Natural Gas Consumption (%):

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## Facility Information:

Facility Area (SF):

HVAC System Description:

(major equipment, water-side equipment, air-side equipment, unique features, variable vs. constant speed, etc.)

Type of HVAC Control System:

(systems or equipment controlled by system, digital vs. pneumatic vs. unitary controls, trending capabilities, major sequences currently incorporated, etc.)

Upcoming Building Systems Capital Projects:

(major equipment replacements or upgrades, controls systems upgrades, envelope or lighting improvements, etc.)

## Project Savings Goals and Incentives:

Annual Electrical Savings Goal (kWh):

Annual Natural Gas Savings (CCF):

Annual Total Energy Savings (kBtu):

Total Retro-Commissioning Study Fee:

Anticipated Study Fee Incentive:

(Total RCx Study Fee x 65%)

Anticipated Implementation Incentive:

(Application Savings (kWh) x \$0.03/kWh)

I hereby acknowledge that I have read and understood the Retro Commissioning terms and conditions and I agree to all of the terms. If the savings goal is under 150,000 kWh, AES Indiana reserves the right to work directly with the study provider to implement an expedited study report and calculation effort.

## Customer Agreement:

By signing below, I acknowledge and agree to be held to the program terms and conditions and certify that:

1. The information provided in this Application is accurate and complete and I will notify AES and Program Administrator immediately of any changes to such information; and
2. As the Customer Representative, I have the authority to bind the Customer to the terms set forth herein.

Customer Signature (AES Customer):

Study Provider Signature:

Application Date:

Submit



# Retro-Commissioning Incentive Application

## Terms and Conditions

### General Eligibility

This program provides financial incentives for the purchase of retro-commissioning (RCx) auditing services and the completion of energy saving projects recommended by the RCx audit provider and is not dependent on the purchase of any other equipment or services. Only AES Indiana customers served under non-residential rate SS, SE, SH, SL, PL, PH or HL are eligible for the program. Incentive funds are limited and available on a first-come, first-served basis.

### Verification

AES Indiana reserves the right to verify projects receiving program incentives including on-site verification and documentation. A random inspection may be conducted to verify projects.

### Disclaimer

Customer and/or vendor hereby agrees to hold harmless and release AES Indiana and its affiliates from any and all actions or claims in regards to the installation, operation and disposal of equipment (and related materials) covered herein including liability from incidental or consequential damages. AES Indiana does not endorse any particular service provider, product or system design within these programs; does not expressly or implicitly warrant the performance of installed equipment (contact your contractor for details regarding equipment warranties) and is not liable for any damage caused by the installation of the equipment or for any damage caused by the malfunction of the installed equipment. AES Indiana does not guarantee that energy efficiency equipment purchased and installed, or services provided through this program will result in energy and cost savings. AES Indiana reserves the right to deny or limit any incentive request. Customers should allow up to six (6) weeks to receive an incentive payment.

### Incentive Calculations

Total combined Custom and Prescriptive incentives are capped at \$500,000 per customer per calendar year. AES Indiana reserves the right to alter or discontinue program incentives at any time without notice. Financial incentives are limited and are available on a first-come, first-served basis.

### Eligibility Dates

This incentive form is only eligible for qualified purchases and installations performed on or after January 1, 2024. The Implementation Phase for all projects must be completed by October 31st, 2024, regardless of when the study report is completed.

### Taxes

Incentives are taxable and if greater than \$600 will be reported to the IRS unless the customer is exempt. The third-party administrator will report the incentive as income to the customer on IRS Form 1099 unless the customer has a tax-exempt status and has provided satisfactory documentation of this status to AES Indiana or the third-party administrator. Customers are urged to consult a tax advisor concerning the taxability of incentives. AES Indiana is not responsible for any taxes that may be imposed on a customer's business as a result of receiving an incentive.

### Environmental Attributes

Customer agrees to transfer to AES Indiana all "Environmental Attributes" attributable to the Energy Efficiency Projects or its operation. Environmental Attributes include any and all credits, benefits, emissions reductions, offsets and allowances, howsoever entitled, resulting from the avoidance of the emission of any substance into the air, soil or water at or by AES Indiana generating facilities through reduced generation of energy or other savings or offsets on account of the Energy Efficiency Project(s). Customer will not claim ownership of any Environmental Attributes. As long as customer at the same time states the Energy Efficiency Project(s) was made possible with funding from AES Indiana, customer may claim that it is facilitating the production of the Environmental Attributes attributable to the Energy Efficiency Project(s).

### Overview

Customer agrees to participate in collaboration with AES Indiana and the RCx Administrator (collectively "RCx Staff"). Customer agrees to select a RCx study provider who is approved by RCx Staff ("Study Provider"), to perform the RCx Study ("Study"). The AES Indiana RCx offering is intended to incentivize a Study aimed at identifying potential low-cost or no-cost energy savings measures with rapid return on investment that can be implemented in a time frame as further described herein. Capital intensive energy projects such as major equipment replacement, lighting, process or plug loads, are not intended to be investigated as part of the Study. The RCx project must have the ability to manage systems operation relative to energy efficiency via a direct digital controls system or equivalent with a computerized interface and must have a quantifiable opportunity to reduce energy consumption. Facilities shown to have limited controls capabilities (e.g. programmable thermostats or simple unit-mounted controls) and/or facilities shown to be high-performers relative to peer buildings are unlikely to be good candidates for a RCx project. Energy savings measures shall not consist of preventative maintenance repairs, including but not limited to coil cleaning, filter changes, or other repairs required to ensure proper equipment operation or prevent equipment damage.

# Retro-Commissioning Incentive Application

## Terms and Conditions

### Incentive Requirements:

#### Project Identification & Application Phase

As part of the incentive application, Study Provider will identify a fixed-fee for Study, thereby establishing the final and full cost of Study Provider's services to perform the Study ("Study Cost"). The application must also identify an electricity savings goal for the Project ("Application Savings"), based upon a preliminary building assessment and detailed utility analysis. The Study Cost divided by the Application Savings will establish the per-kWh savings ratio ("Project Cost Ratio") that will be used, in conjunction with other factors, to evaluate the project's viability.

The utility analysis should follow the RCx utility analysis guideline, as provided by RCx Staff, and must be submitted to AES Indiana in conjunction with the incentive application. In the event a complete utility analysis cannot be performed, Study Provider and customer are required to submit justification to RCx Staff as to why no such analysis can be performed. In addition to the justification regarding the exclusion of a complete utility analysis, Study Provider must submit additional detail supporting the determination of the Application Savings. RCx Staff will review incentive applications in comparison to a cost/benefit model related to Study Cost versus target electricity savings. RCx Staff will approve or deny incentive applications according to whether the stated project details and energy savings goal align with the cost/benefit model, as established by RCx Staff. In no case will a Study conducted without prior approval be eligible for an incentive.

#### RCx Study Phase

Study Provider will complete a Study for the purpose of identifying potential measures within project. The Study will identify the estimated annual energy reduction for each RCx measure. Estimated energy reductions will be supported by calculations incorporating appropriate pre-implementation building automation system data trends and engineering formulas to establish baseline operation and demonstrate the proposed change in operation for each proposed measure. The results of the Study will be compiled by Study Provider into a formal written report ("Study Report") and provided to RCx Staff. The Study Report must follow the RCx Study Report Template, as provided by RCx Staff upon incentive application approval, and the Study Report shall be completed within 30 days of the date of incentive application approval. The Study Provider incentive will be calculated based on the estimated savings associated with measures selected for implementation by the customer ("RCx Measure Savings"). In conjunction with submitting the Study Report, Study Provider is required to submit all supporting calculations and pre-implementation data used in calculating proposed RCx measures described in the Study Report. There shall be at minimum two weeks of pre-implementation data and this data shall be provided as a separate file in a common spreadsheet format (i.e. \*.xlsx, or \*.csv). A completed Study shall consist of a Study Report developed from a site visit and investigation of the facility as well as an equipment review, energy saving measures and cost/payback of measures. The cost of measures should come from quotes from the contractor anticipated to implement the measures.

Upon Study Report approval by RCx Staff, Study Provider will present the Study Report to customer. Study Provider, customer and RCx Staff shall meet to mutually agree upon measures to be implemented by customer. Customer is expected to implement measures with a simple payback less than or equal to 24-months ("RCx Measures"). Customer may implement any measures with a payback greater than 24-months mutually deemed viable by customer, Study Provider and RCx Staff ("RCx Measures").

For the purposes of determining which measures customer must implement, simple payback period shall be calculated by dividing the implementation cost by the first-year natural gas and electricity savings, both of which must be identified in the Study Report. RCx Measures will be identified in the prioritization matrix within the Study Report and signed-off by all three parties within three business days of the Study Report presentation meeting.

In the event the Study uncovers significant operational or other deficiencies related to health, life safety or code requirements, RCx Staff reserves the right to adjust savings estimates to reflect baseline conditions that represent operation and maintenance of project at a level consistent with industry standards. Upon customer's approval of the Study Report, RCx Staff will upload the Study Report and signed prioritization matrix to AES Indiana's administration system such that AES Indiana can reserve incentive payment amount for Study Provider, in accordance with the incentive structure set forth herein.

#### Measure Implementation Phase

Customer must fully implement RCx Measures within a period of up to 12-weeks or October 31, 2024, whichever comes sooner, as agreed upon during the Study Report presentation meeting, unless otherwise approved by RCx Staff. The implementation period shall begin on the day of the Study Report presentation meeting regardless of when customer signs a prioritization matrix. Study Provider is required to assist customer and additional third parties, including but not limited to contractors or installers, in the implementation of RCx Measures. RCx Staff shall maintain regular communication with customer throughout the implementation phase. If no communication is received from customer over a period greater than three weeks, RCx Staff will notify AES Indiana to suspend the RCx project. Any time the RCx project spends in suspension will be counted toward the implementation period. In the event customer elects to not implement selected RCx Measures, customer may be required to reimburse AES Indiana for all or part of the Study Provider incentive paid to Study Provider by AES Indiana..

#### Post-Implementation Phase

RCx Staff will facilitate measurement & verification ("M&V") to confirm RCx Measure savings. Where deemed necessary by RCx Staff, temporary electrical sub-metering will be installed on certain building equipment to aid in the measurement of the realized RCx savings. RCx Staff will determine the amount of time required for M&V based upon project complexity and timing of incentive application submission. Notwithstanding the foregoing, M&V will commence upon conclusion of the measure implementation period and the duration of M&V shall be a minimum of 30-days. Customer and Study Provider are required to assist RCx Staff in performing M&V including, but not limited to, obtaining facility access, gathering controls trend data, confirming installation of equipment or sensors, and assisting in manipulation of the controls system to demonstrate proper implementation of RCx Measures. RCx Staff will prepare and provide to customer and Study Provider a formal written report of M&V findings ("M&V Report").

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### Incentive Calculations:

#### Study Incentive

AES Indiana may incentivize up to 65% of the study fee listed on the Application. Upon completion of the Study, RCx Staff will re-evaluate the Study Cost initially approved for project. In the event the customer does not select to fully implement RCx Measures that total at least 90% of the Application Savings, the Study Cost will be adjusted to equal the Project Cost Ratio multiplied by the RCx Measure Savings ("Adjusted Study Cost"). Study Provider will invoice customer in the remaining amount of the lesser between the Study Cost or Adjusted Study Cost. Upon completion of the implementation of all Retro-Commissioning measures, AES Indiana will issue payment to Study Provider in the amount (up to 50%) of the lesser between the Study Cost or Adjusted Study Cost.

Upon completion of M&V, the Study Cost, or Adjusted Study Cost if applicable, will be further evaluated relative to measure implementation success and achievement of the electricity kWh savings ("Verified Savings"). The "Final Study Cost" shall be determined as follows:

- If the Verified Savings are equal to at least 90% of the lesser of: Application Savings or RCx Measure Savings, the Final Study Cost will be equal to the lesser of the Study Cost or Adjusted Study Cost.
- If the Verified Savings are not equal to at least 90% of the lesser of Application Savings or RCx Measure Savings, the Final Study Cost will be adjusted to equal the Project Cost Ratio multiplied by the Verified Savings. AES Indiana reserves the right to limit the total incentive to be capped at 65% of the Final Adjusted Study Cost. When Verified Savings are found to be less than 65% of the Application Savings or RCx Measure Savings, the Post-Implementation Incentive may not be paid to the Study Provider.

Upon the determination of the verified savings and the final study cost, AES Indiana will issue payment to study provider in the amount (up to 25%) of the final study cost.

#### Customer Incentive

AES Indiana will issue an incentive to customer based upon Verified Savings, as determined during M&V. Customer and/or Study Provider shall submit copies of project invoices such that AES Indiana may validate implementation costs for both labor and materials of RCx Measures. Implementation incentive is \$0.03/kWh of verified savings for all measures implemented within the period of time as agreed upon during the Study Report presentation meeting. Customer's RCx incentive shall not exceed customer's cost to implement RCx Measures net outside funding customer received, if any.

Customer may not be eligible for an incentive in the event the Verified Savings does not equal at least 90% of the lesser between the Application Savings or RCx Measure Savings. Project shall not be eligible for an incentive in the event energy savings result from incorporation of energy conservation measures not identified in the Study. In the event a measure identified through the Study (a) qualifies for an incentive other than the RCx offering (i.e. Prescriptive Rebates or a Custom incentive), and (b) customer chooses to implement the measure, the incentive application for that measure shall be managed through the relevant non-RCx incentive application process and shall not be eligible for a RCx incentive, unless otherwise approved by AES Indiana.

### Facility Access and Onsite Investigation

In support of the Study and M&V, customer agrees to provide RCx Staff and Study Provider access to the facility and its building control system(s), including, but not limited to: electricity and natural gas utility account numbers and historical usage and demand data; building drawings, equipment manuals, and other similar information; physical access to the project facility, including the ability to view building control systems and all relevant equipment; and the opportunity to interview operations staff related to building systems operational patterns and history.

### Measurement & Verification Requirements

M&V will primarily utilize trend data gathered from the building energy management system in order to confirm the energy conservation measure calculation assumptions utilized in the Study. Trend data must be collected by the Study Provider prior to any energy saving measure implementation to establish a baseline condition. Study Provider will be responsible for determining which data points will be collected and for how long the data will be collected, as well as setting up all necessary trends, during the Study. A minimum of two weeks of trend data is required if the associated data point is used to complete RCx Measure Savings calculations. Study Provider shall provide all trend data and supporting calculators used to estimate savings in the Study Report to RCx Staff as an appendix to the Study Report for use during M&V.

A minimum of 30-days of trend data is required for M&V. This will include the same data points as collected during the Study. This data will be analyzed by RCx Staff to estimate energy savings. If trend data is not available, clamp-on style amperage meters shall be utilized to measure all applicable end-use electricity consumption during both the Study and M&V. It is the responsibility of Study Provider to install and remove all clamp-on style meters to confirm operational patterns and electric demand to support energy conservation measure calculations used in the Study Report. The Study Provider is expected to share all data used in the Study with RCx Staff for use during M&V, providing detailed documentation and photographs of locations of meter installation and circuits recorded by each meter. A minimum of two weeks of trend data shall be collected as part of the Study. AES Indiana will then coordinate with customer to install equivalent meters in the same locations after the implementation period has concluded to evaluate the measures implemented. This data will be collected for a minimum of 30-days. RCx Staff will utilize the data collected during M&V to estimate savings.

In the event trend data is not available and it is unreasonable to utilize clamp-on style metering for individual pieces of equipment, Study Provider must provide a detailed M&V plan for review and approval by RCx Staff prior to beginning Implementation of RCx Measures. The collected data will be utilized to calculate Verified Savings, which will be utilized to determine final Study Provider Study incentive and customer incentive amounts. All savings calculations will be based on standard industry equations and tools and methods internal to RCx Staff. Electricity savings will be extrapolated to determine annual savings. The calculation process will include normalizing the data to account for differences in weather, occupancy, or operation between the Study and M&V periods. The calculations will include using actual degree days as publicly available from the Indianapolis, Eagle Creek Airport weather station (station ID: KEYE).

