

Application Instructions

The CenterPoint Energy Retrocommissioning (RCx) Program aims to help you identify low-cost opportunities to improve the efficiency of existing major mechanical and electrical systems and reduce energy costs without adversely affecting your facility or system operations.

To participate in this program, please review the following steps:

1. **Read** the Terms and Conditions included in this packet.
2. **Complete** the following pages included with this application packet:
 - **General Information** – Include all required customer and account information.
 - **Facility Information** – Include all information requested in the application that is applicable to the facility.
 - **Facility Staff and Control System Management** – Include staff and existing control system information for the facility.
 - **Compressed Air, Processing, and Refrigeration Systems** – Include any requested information regarding these unique systems if installed at your facility.
3. **Sign** the Terms and Conditions page.
4. **Retain** a copy of the completed application. Submitted applications will become the property of CenterPoint Energy.
5. **Email** the completed application and required documentation to CenterPointEnergyRCx@nexant.com.

For More Information. For more information about the CenterPoint Energy Retrocommissioning Program, measure eligibility, incentives, or other CenterPoint programs please contact us online at www.centerpointefficiency.com.

Pre-Application Checklist

Please confirm you meet the following minimum eligibility requirements before submitting an application to participate in the program:

Are you a commercial or industrial CenterPoint Energy customer whose facility receives distribution voltage electric service? Yes No

Are you willing to commit to spending \$0.03/ft² on the implementation of identified RCx measures with an estimated simple payback of less than 1.5 years based upon electrical savings (or the total cost of such measures if less than \$0.03/ft²)? Yes No

Is your facility at least 2 years old and does it exceed 50,000 ft² of floor space relevant to RCx services? Yes No

Is your facility free of major problems that require capital repairs or replacements and have no planned major system renovations or retrofits? Yes No

Does your facility have an existing and functional building or system energy management system (EMS) with direct digital control (DDC)? Yes No

If selected for participation in the program, can you accept the following responsibilities?

Provide access to the facility and time for facility personnel to interface with the RCx Agent during all phases of the project? Yes No

Provide and assist with the reporting and collection of information pertaining to the operation of the facility during all phases of the project? Yes No

Implement the mutually accepted RCx measures according to the scope and procedures outlined by CenterPoint Energy within a mutually agreed upon timeline? Yes No

Next Steps

If you answered yes to the above questions, please complete this application and submit it to the CenterPoint Energy for consideration. In reviewing your application, CenterPoint Energy will look for evidence that cost-effective RCx opportunities exist at your facility. CenterPoint Energy's decision regarding selection of program applicants will be final and binding for all parties.

If approved, your project will move to the Investigation Phase. An RCx Agent will be assigned with your approval, and you will complete the Building Owner Agreement. The RCx Agent will perform a site survey and engineering analysis to identify specific RCx opportunities in your facility. You will then have the opportunity to select the measures you wish to implement in order to meet or exceed the minimum implementation commitment described herein and in the Building Owner Agreement. A schedule for each selected measure will be jointly developed by all parties. Once this is complete, the project will move to the Implementation Phase.

During the Implementation Phase, you will complete the installation of all selected measures according to the schedule outlined previously. Failure to comply with the original schedule may result in cancelation of the project.

After implementation is complete, you will notify the RCx Agent, who will perform final measurement and verification of the implemented measures.

General Information

Important: This page is to be submitted with the signed Terms and Conditions, the completed Assessment Worksheet and supplemental documentation, as appropriate. Please allow three weeks for application review following complete documentation submittal. Ineligible or incomplete applications will not be approved.

Customer Information

Business name _____

CenterPoint ESI ID number(s), required _____

CenterPoint Meter number(s) if known _____

Facility address _____ City _____ State _____ Zip _____

Federal Tax Id Number (must be 9 digits) _____ Corporation Partnership Sole Proprietor/Individual LLC Other: _____
Business Classification (Check ONE. Required for all businesses, including non-profits)

Contact name _____ Contact phone number _____ Contact fax number _____ Email _____

Mailing address (if different from the installation address) _____ City _____ State _____ Zip _____

Building owner (if different) _____ Owner phone number _____ Owner fax number _____ Owner Email _____

Ownership status: Own Lease/Rent If lease or rent, remaining term length: _____

Occupied last 12 months: Yes No If no, number of months vacant : _____

Which RCx Agent would you like to use? _____ Percent occupied: _____

Facility Information

Primary building use (indicate percentages if multiple types)

- | | | |
|--|--|--|
| <input type="checkbox"/> Automotive Facility | <input type="checkbox"/> Hotel | <input type="checkbox"/> Police/Fire Station |
| <input type="checkbox"/> Convention Center | <input type="checkbox"/> Library | <input type="checkbox"/> Post Office |
| <input type="checkbox"/> Court House | <input type="checkbox"/> Manufacturing Facility | <input type="checkbox"/> Religious Building |
| <input type="checkbox"/> Dining: Bar Lounge/Leisure | <input type="checkbox"/> Motel | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Dining: Cafeteria/Fast Food | <input type="checkbox"/> Motion Picture Theater | <input type="checkbox"/> School/University |
| <input type="checkbox"/> Dining: Family | <input type="checkbox"/> Multi-Family Housing | <input type="checkbox"/> Sports Arena |
| <input type="checkbox"/> Dormitory | <input type="checkbox"/> Museum | <input type="checkbox"/> Town Hall |
| <input type="checkbox"/> Exercise Center | <input type="checkbox"/> Office | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Parking Garage | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Health Care - Clinic | <input type="checkbox"/> Penitentiary | <input type="checkbox"/> Workshop |
| <input type="checkbox"/> Hospital | <input type="checkbox"/> Performing Arts Theater | <input type="checkbox"/> Other _____ |

Building size (sq. ft.): _____

Occupancy schedule

Number of Floors: _____

M-F _____

Percent Conditioned: _____

Saturday _____

Building Age: _____

Sunday _____

Outline the major facility space types, their scheduling, and typical occupant density (e.g. 10,000 ft², 24-hour computer center that is unoccupied).

Briefly describe past energy efficiency projects or studies completed for the facility.

Describe any currently planned energy efficiency, renovation, or equipment replacement/upgrade projects for the facility.

Are there any scheduling issues that could affect the RCx work (e.g. major renovations or equipment replacements/upgrades)?

Facility Staff and Control System Management

Please identify key individuals responsible for the operation of the facility and state how long they have held their current positions.

Contact Name	Position	Years in this position	Facility Responsibilities

Please indicate the level of access and capability the chief facility engineer, staff, and/or controls contractor have to interact with the facility's energy management control system (select one):

- None
- Some (e.g. able to adjust set points and schedules)
- Full (e.g. able to modify control logic and trend facility data)

Indicate what training resources are available to the facility staff (check all that apply):

- None
- In-house
- Manufacturer and Vendor Courses
- Utility
- College/Vocational
- Professional Associations
- Other _____

Describe the facility manager's and staff's receptiveness to and interest in improving the energy efficiency of the facility.

If accepted into the program, designate individuals that will act as a part of the owner’s project team and the amount of discretionary time to assist in the RCx process:

Position	Name	Amount of Time to Assist (per week)
Building Chief Engineer:		
Operations Manager:		
Safety Manager:		
Internal Controls Specialist:		
External Controls Contractor:		
Others:		

Identify the type and manufacturer of the facility’s energy management control system (EMS). If the facility does not have an automated control system, please indicate.

Is the EMS capable of trending and storing data for numerous points simultaneously?

When is the EMS likely to be replaced or receive a major upgrade?

What components of the facility are controlled with direct digital control (DDC) equipment?

What components of the facility are controlled, not just actuated, pneumatically?

Summarize any peak load shedding strategies currently being used.

Is the EMS managed internally or through an external controls contractor?

If managed externally, please provide the following:

Company Name: _____

Name (of the company specialist): _____

Phone Number (of the company specialist): _____

Email Address (of the company specialist): _____

Please complete the following table listing the facilities major HVAC and lighting system components. In lieu of, or in addition to completing these tables, applicants can upload documents or equipment schedules containing the requested building information (i.e., Equipment, Type, Size, Age, etc.). Please follow the “upload project application” document instructions below.

Equipment	Type	Size	Age
Cooling equipment			
Chiller 1 (example)	Centrifugal	300 tons	15 years
Heat Rejection equipment			
Cooling Tower 1 (example)	Open, cross flow, induced draft	350 tons	15 years
Air handling equipment			
AHU 1 (example)	VAV w/hot water reheat	25,000 CFM	5 years
Lighting systems			
Main office area (example)	32W T8s w/electronic ballasts	40% of occupied ft ²	4 years

Outline the current control strategies of the facility's HVAC and lighting systems.

Strategy	Description
Cooling Equipment	
What is the operating schedule of major cooling equipment?	
What is the chilled water supply temperature set point?	
What is the condenser water set point? Is it reset?	
Are there VFDs on the cooling tower fans?	
Describe the cooling equipment staging strategy	
Describe the use of any air-side or water-side economizers	
Air Handling Equipment	
Does the HVAC system have an automatic shutdown?	
Is an optimum start/stop strategy used?	
Is the air distribution system VAV or CV?	
Are the VAV boxes Fan Powered?	
For VAV systems, what is the supply static pressure set point?	
For VAV systems, is a supply static pressure reset strategy used? If yes, please indicate the strategy(ies) used.	
Are VAV terminal units DDC controlled through a global controller?	
Do the VAV terminal units' DDC controllers have capability to be scheduled?	
Does the facility use a zone temperature setback/setup strategy?	
What is the supply air temperature set point during the summer?	
Is a supply air temperature reset strategy used? If yes, please indicate the strategy(ies) used.	
What type of reheat does the air distribution system have, if any?	
What is the heating energy source (e.g. gas, electric)?	
How is outdoor air intake controlled?	

Strategy	Description
What is the minimum outside air fraction setting?	
Is the system equipped with zone isolation devices for minimizing energy use in off-peak hours?	
Is there exhaust air heat recovery?	
Lighting systems	
Describe the lighting system controls and current scheduling	

What type of glazing is installed at the facility (e.g. single-pane tinted)?

Describe the age and availability of any as-built drawings and sequences of operation for the facility’s HVAC system?

Summarize problems or opportunities for improvement that currently exist related to the HVAC and lighting systems.

Describe any opportunities for improved operation and maintenance procedures at the facility.

What is currently the most prominent issue related to operation of the HVAC and lighting systems, and how is it being managed?

What is the primary source of occupant complaints within the facility?

Facility Compressed Air, Processing and Refrigeration System Information

Complete this section only if your facility has compressed air systems, process equipment and/or refrigeration systems. Examples of these systems include, but are not limited to:

- Compressed Air Systems – Air compressor(s) and refrigerated air dryers that serve a manufacturing or process related activities.
- Process Equipment – Equipment such as conveyor lines, manufacturing equipment or equipment that; run continuously or for significant periods of time, have motors, and/or have specific heating/cooling requirements.
- Refrigeration Systems – Refrigeration equipment that is used to satisfy supply cooling requirements for food storage, manufacturing, or process equipment.

What are your primary objectives in managing your systems (check all that apply)?

Compressed Air	Process	Refrigeration	Objective
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain continuous operation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improved or increased production
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Control and/or reduce energy use and costs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reduce capital costs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meet process quality standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improve safety
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reduce equipment maintenance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

What management approaches and tools do you currently employ (check all that apply)?

Compressed Air	Process	Refrigeration	Resources
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preventative diagnostic testing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short term monitoring
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Long term monitoring
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leak detection and repair
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tracking energy use/costs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improving control strategies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Using life-cycle costing to select opportunities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

What are the top two barriers to more effective operation of your facility's systems?

Compressed Air	Process	Refrigeration	Barriers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not enough staff time
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lack of budget for efficiency improvements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Capital expenses are too high
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paybacks are too long
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary focus is on production
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lack of accountability for system energy costs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lack of information about opportunities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lack of in-house technical expertise
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lack of training
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Management approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

What influences you the most in terms of adopting new management tools or approaches (rank on a 1 to 10 scale, where 10 is high)?

Compressed Air	Process	Refrigeration	Influences
			Books
			Industry articles and professional publications
			Peers/Professional organizations
			Classes/continuing education
			Demonstrated success of others in the market
			Internal pilot program success
			Outside consultants
			Equipment vendors and manufacturer reps
			Other:

Facility Compressed Air, Processing and Refrigeration Equipment Information

Complete this section only if applicable for the facility being submitted for consideration in the RCx program

Please list all air compressors that are currently located at your facility. In lieu of, or in addition to completing these tables, applicants can upload documents or equipment schedules containing the requested building information (i.e., Equipment ID, HP, Compressor Type, Capacity Control, Age Annual Operating Hours, etc.). Please follow the “upload project application document” instructions below.

Air Compressors					
Equipment ID/Manufacturer	HP	Compressor Type (E.g. Scroll, Screw, Reciprocating, Centrifugal)	Capacity Control Mode (E.g. Load/Unload, VFD, Inlet Modulation, Blow-off)	Age (years)	Annual Operating Hours
CNP 75588-750 (example)	150	Screw	Load/Unload	15	4,000
Dryers					
Equipment ID/Manufacturer	Type	Status (Op/standby)	Age (years)		
Dryer #1 (example)	Refrigerated	Operational	15 years		
Storage					
Equipment ID/Manufacturer	Size (Gallons)	Status (Op/standby)	Age (years)		
Receiver A (example)	600	Operational	15 years		

Describe the compressed air system operating schedule at the facility.

What is the system pressure? Do you have trouble maintaining this pressure?

Describe the staging of the air compressors (e.g. manual, automatic, always on. etc.)

Is there a management system or manual procedure in place to shut compressors OFF sometimes? If so, do you think the system is properly tuned?

Are you willing to change your control strategy or usage of compressed air if recommended in the RCx study?

Processing Equipment

Complete this section only if applicable for the facility being submitted for consideration in the RCx program:

Please list all major processing equipment currently located at your facility (add more rows as necessary). In lieu of, or in addition to completing these tables, applicants can upload documents or equipment schedules containing the requested building information (i.e., Equipment, HP or kW, Average Loading, Status, Age, etc.). Please follow the “upload project application document instructions below.

Equipment Description/ID	HP or kW	Average Loading (% full capacity)	Status (Op/standby)	Age
300 ton Servo Press – SP1 (example)	180 HP	50%	Operational	6 years

Describe the process equipment schedule at your facility.

What percentage of the facility electric use is attributable to operation of processing equipment?

Are there any current operational issues with your equipment?

Refrigeration Equipment

Complete this section only if applicable for the facility being submitted for consideration in the RCx program

Please list all major refrigeration equipment that is currently located at your facility (add more rows as necessary). In lieu of, or in addition to completing these tables, applicants can upload documents or equipment schedules containing the requested building information (i.e., Unit Description, Absorption Unit, Tons, Average Loading, Status, Age, etc.). Please follow the “upload project application document instructions below.

Unit Description/ID	Absorption Unit	Tons	Average Loading (% full capacity)	Status (Op/standby)	Age
Walk in cooler – RS60A	No	60	60-80%	Operational	8 years

Describe the loads served by equipment identified above.

Describe the temperature and pressure set points for the identified refrigeration equipment.

Outline the sequencing of refrigeration equipment at the facility.

Is floating head pressure control utilized?

Describe defrost schedules/controls for refrigeration equipment at the facility.

What type of capacity control does the refrigeration equipment have (e.g. hot gas bypass, VFDs, etc.)?

What percentage of the facility electric use is attributable to operation of the refrigeration equipment?

Is there an energy recovery system in place to capture waste heat?

Terms and Conditions

Important: This form is to be read, signed, and submitted with the Project Application.

CenterPoint Energy is implementing the CenterPoint Energy Retrocommissioning Program to provide customers with technical services to improve energy-efficiency in qualifying CenterPoint served facilities. The following terms and conditions apply to the program:

1. To qualify for the program, the proposed facility must:
 - a. Be a CenterPoint Energy commercial or industrial customer served at distribution voltage.
 - b. Abide by the program rules and eligibility requirements in effect on the date of the submitted Project Application.
 - c. Provide a valid tax identification number.
2. Failure to provide any of the required information, including signatures, forms, or other requested documentation, may result in the return of the Project Application.
3. CenterPoint Energy and its agents will not be responsible for any tax liability imposed on the customer as a result of the payment of incentives.
4. CenterPoint Energy retains the right to make final determination of customer eligibility.
5. CenterPoint Energy will submit to Customer the name(s) and address(es) of the RCx Agent that CenterPoint Energy recommends to provide the technical support services if the Project Application is approved. The final decision to proceed under the program and use of such persons will be subject to the approval of Customer.
6. Customer agrees to have its employees, design team, and contractors cooperate with CenterPoint Energy and the approved RCx Agent to provide Facility operating data and energy use evaluation assistance needed by CenterPoint Energy for participation in the program, including allowing CenterPoint Energy to release standard 24-month usage history, including load interval data, for the account(s) identified on this application to the Program Administrator and approved RCx Agent.
7. CenterPoint Energy reserves the right to inspect the facility for compliance with the program requirements. Inspection may include a telephone survey, site visit, and/or the installation of temporary monitoring equipment at any time up to two years after installation. Customers will allow CenterPoint Energy and their subcontractors reasonable access to and egress from site during normal business hours for inspection purposes. If selected for inspection, the incentive will be withheld pending outcome of the inspection. If the equipment is found to be in compliance with the program requirements, the rebate will be paid, otherwise the customer will be notified.
8. CenterPoint Energy, the Program Administrator Nexant, Inc., and program RCx Agents shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous materials of any kind in connection with the Facility including, but not limited to, asbestos, asbestos products, PCBs, or other toxic substances.
9. Customer acknowledges that prior to proceeding to the Implementation Phase, a Building Owner Agreement form including, but not limited to, the terms of the Customer's financial obligations is required.
10. Program procedures, requirements, and rebate levels are subject to change or cancellation without notice.
11. CenterPoint Energy makes no representations and provides no warranty or guaranty with respect to the accuracy or completeness of the provided technical support services.
12. Participation as an RCx Agent does not constitute an endorsement by CenterPoint Energy, nor does it certify or guarantee the quality of work performed. CenterPoint Energy is not responsible if the RCx Agent or other contractor, retailer, vendor or other party provides you with inaccurate information about the amount or conditions of the program.
13. In exchange for any approved equipment and/or service incentives for energy efficiency measures, the customer hereby sells, transfers and conveys to CenterPoint Energy all Environmental Attributes and Environmental Attributes Reporting Rights, as such terms are defined below, associated with the energy savings attributable to the qualifying measure(s) or its operation. "Environmental Attributes" means those aspects, claims, characteristics and benefits of avoided energy use associated with the measure(s), as well as any and all fuel, emissions, air quality, or other environmental characteristics, including, but not limited to, white and green energy tags, renewable energy credits, energy efficiency credits, carbon credits, or certificates attributable to the energy savings or avoided use associated with the qualifying measure(s). "Environmental Attributes Reporting Rights" means all rights to report ownership of the Environmental Attributes to any person or entity under Section 1605(b) of the Energy Policy Act of 1992, any successor or replacement statutes, or otherwise.

Terms and Conditions, continued.

14. The terms and conditions set forth herein constitute a complete statement of the Terms and Conditions applicable to this promotion, and supersede all prior representations or understandings, whether written or oral. CenterPoint Energy shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind that is not set forth herein. CenterPoint Energy reserves the right to change or cancel this promotion or its terms and conditions at any time.

Under penalties of perjury, I hereby certify by my signature below that:

- I have read and understand all Terms and Conditions of this form and the customer eligibility, measure eligibility, and participation procedures for the CenterPoint Energy Retrocommissioning Program in the Participant Program Manual.
- I certify as the building owner or the owner’s authorized representative that all the information contained within this application is true and factual.
- I am 1) providing a correct taxpayer identification number on this form, 2) not subject to backup withholding, and 3) am a US person (including US Resident Alien).
- If I have completed a fraudulent application or mistakenly receive an amount greater than I was authorized to receive, I will refund the money back to CenterPoint Energy.
- The undersigned applicant shall defend, protect, indemnify and hold harmless CenterPoint Energy, Nexant Inc., and their respective board members, officers, directors, managers, associates, related firms and entities, employees, servants, and agents (the “Indemnified Parties”) against all claims, losses, expenses, damages, demands, judgments, causes of action, suits, and liability of every kind and character whatsoever (“claims”) arising out of or incident to, or related in any way to, directly or indirectly, participation in the CenterPoint Energy Retrocommissioning Program; provided however, that applicant shall not be required to indemnify and hold harmless any Indemnified Party member against claims adjudicated to have been caused by such party’s gross negligence or willful misconduct.
- As the signatory, I have the authority to submit the Project Application.

By typing my name in the signature space below, I understand this is my electronic signature, and I agree this will represent the same as my handwritten signature.

Business Name _____

Signature _____ Date _____

Name (please print) _____

Title _____

Application Checklist

Before submitting this application please verify the following:

- Did you read and understand the eligibility requirements in the Program Manual?
- Are all required fields completed and accurate?
- Did you sign the Terms and Conditions Form?

SEND COMPLETED PROJECT APPLICATIONS TO:
 CenterPoint Energy Retrocommissioning Program
 Email: CenterPointEnergyRCx@nexant.com

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