



Energy Design Assistance

Incentive Recipient Company Information

Company Name _____ Federal Tax ID # _____

Address _____ City _____ State _____ ZIP _____

Phone Number (_____) _____ Email _____

Xcel Energy has permission to list the design team as a program participant? Yes No

**By providing your email address, you are granting Xcel Energy permission to send further emails regarding our programs and services.*

Project Information

Project name _____

Address _____ City _____ State _____ ZIP _____

Check here if this project is participating in CenterPoint Energy's Energy Design Assistance program.

Reimbursement

This incentive application is to be completed by the primary incentive recipient contact on the Energy Design Assistance (EDA) design team. Incentive payments will be paid in one lump sum and the rest of the design team will then be paid by the incentive recipient. Please note that multiple invoices and applications are not accepted. One incentive request should include costs for all design team work allocations. Note: The total incentive request cannot exceed the dollar amount indicated per project square footage.

The design team incentive is a maximum dollar amount based on project square footage as determined below. Check the square footage that applies to the project. CenterPoint Energy will fund a portion of the design team incentive for projects that are participating in their EDA program. In these situations, you will receive one incentive check from Xcel Energy and another from CenterPoint Energy; the total amount will be what's listed below. Note: You do not need to submit a separate application to CenterPoint Energy.

___ 20,000 sq. ft. to 49,999 sq. ft. = \$4,000 ___ 50,000 sq. ft. to 99,999 sq. ft. = \$ 8,000

___ 100,000 sq. ft. to 399,999 sq. ft. = \$10,000 ___ 400,000 sq. ft. or greater = \$12,000

Compliance and Authorization

- All EDA participation meetings have been completed for this project.
- One invoice has been attached to this form and does not exceed the total maximum allowable dollar amount.
- I understand that the design team incentive will be made in the form of a check payable only to authorized company representatives.
I am an authorized representative of my company.

Incentive Recipient Signature **X** _____ Date _____

Please email, fax or mail this form along with invoice to:

Mail:
Mike Davidovich
Marketing Assistant
Xcel Energy (GO 6)
414 Nicollet Mall
Minneapolis, MN 55401

Email: **BusinessNewConstruction@xcelenergy.com**
Fax: **612-318-4325**

Work Allocation Guidelines

Design team members are expected to participate in all Energy Design Assistance meetings plus participate in the following work efforts led by the EDA consultant for measurement and verification:

Bundle Requirement Document - The purpose of this report is to highlight the strategies identified in the selected bundle.

- **Action:** Project team is requested to provide construction documents, equipment specifications and product submittals/shop drawings for the bundled strategies.

DRAFT CD Review Report - The purpose of this report is to review and identify the strategies found in the requested CDs, specs and product submittals provided by the project team and update the savings and incentives based on our review.

- **Action:** If there was missing information not provided on certain strategies initially, the project team is requested to provide additional information.

DRAFT Verification Report - The purpose of this report is to review and identify the strategies found on-site. Updated savings and incentives are also provided in this report based on verified findings.

- **Action:** Any additional information not provided on certain strategies, will be requested from the design team.

Incentive Application Rules and Process

- The design team incentive is available to architects, engineers and contractors participating in the Energy Design Assistance program.
- All incentives will be made in a lump sum payment not to exceed available incentive based on square footage after the final EDA meeting has taken place.
- This document is not an agreement between Xcel Energy and any parties listed above.
- Design team incentives are based on work allocations provided by participating in the Energy Design Assistance program. (see work allocation section)
- Xcel Energy reserves the right to change or cancel this incentive program at any time.
- Companies receiving \$600 or more in trade incentives in a calendar year will receive a 1099 tax form for their payment.
- Incentives will be processed within four to six weeks of being received by Xcel Energy.
- Design team incentives for joint Xcel Energy and CenterPoint Energy projects are paid via separate checks from each utility.
- An approved design team incentive from Xcel Energy does not guarantee approval through CenterPoint Energy's incentive program.