

CONNECTICUT RCx PROGRAM PARTICIPANT APPLICATION

The Connecticut Retro Commissioning (RCx) Program provides building owners the opportunity to improve the efficiency of their building operating systems through rebates and technical assistance under the Business and Energy Sustainability Program supported by the Connecticut Energy Efficiency Fund. To explore this opportunity, the building owner must first complete this application. An **ENERGY STAR® commercial building benchmarking, or approved equal, of the subject facility is also required prior to consideration.** This information is used to determine potential fit for RCx by Eversource ("Eversource") or United Illuminating ("UI"), the Participating Utilities. Buildings that are initially assessed as possible candidates for the program will be visited by a representative of the administering utility for further assessment.

The intent of this application is to provide participants with a useful understanding of the requirements necessary to make an RCx project successful. Any and all responses do not automatically qualify or disqualify interested participants from program participation.

While the Participating Utilities do not guarantee that Participants will achieve certain levels of savings, participants in the program offering have seen from 4% to 12%+ annual savings from this process. Applicant understands that all funding for rebates under this program derives from the Energy Efficiency Fund which is managed, in part, by Participating Utilities and funded, in part, by their customers. Neither Participating Utility guarantees the availability of funding for this program and neither is responsible for any costs or damages incurred by applicant if funding for this program or the Energy Efficiency Fund is reduced or eliminated by the State of Connecticut, the Public Utilities Regulatory Authority or other State of Connecticut action. Rebates are subject to funding availability and are subject to change at any time without notice.

Please return this completed application to your Utility account executive or your local utility contact below as applicable.

Please note that the preferred method for submittal is via e-mail.

Eversource Customers:

By e-mail: paul.tangredi@eversource.com

By mail: Eversource
Attn: Paul Tangredi, NU East
107 Selden St., Berlin, CT 06037

OR

UI Customers:

By e-mail: business.save.energy@uinet.com

By mail: Southern Connecticut Gas
Attn: Elizabeth Murphy,
60 Marsh Hill Road, M/S 3, Orange, CT 06477

If you should have any question on how to fill out this document or about the RCx Program, Eversource customers may call Paul Tangredi at (860) 665-4859 and UI customers may call Elizabeth Murphy at (203) 499-2524.

This application is available in an electronic format for filling out. See EnergizeCT.com or contact us.

Applicant Information

Building Owner/Representative Name	Building Owner/Representative Title	Building Address: (Street and City)	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building Operating Staff Lead	Building Operating Staff Lead Title	Mailing Address: (Street and City)	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company / Building Name	E-mail: Building Operating Staff Lead			
<input type="text"/>	<input type="text"/>			
Brief Description of Building	Telephone	Fax		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Building Information

1. Square footage:		5. Number of full time occupants:	
Garage? Yes No	IF YES, _____ SF	GROSS: _____ SF	
2. Approximate yearly electric consumption:		6. Utility Account Number(s): (Please also attach one recent bill.)	
2a. kWh: _____	2b. Cost: _____	Electric _____ Gas _____ Other _____	
3. Approximate yearly gas consumption:		7. Occupancy schedule:	
3a. Therms _____ (CCF)	3b. Cost: _____	<input type="text"/>	
4. Building		8. Square footage of building that is occupied:	
4a. Year built: _____	4b. Last major renovation: _____	<input type="text"/>	

HVAC Information

9. Control type (check one):	11. HVAC system – Brand and age of major components (heating systems, pumps, air handlers, chillers, etc.):
<input type="checkbox"/> Entirely Direct Digital Control (DDC) <input type="checkbox"/> DDC/pneumatic hybrid <input type="checkbox"/> Entirely pneumatic	<input type="text"/>
10. Describe your HVAC system configuration (ex. built up airhandlers, package units, boilers, chillers-centrifugal, absorption, cooling towers, etc.):	
<input type="text"/>	

Available Documentation

Are these documents available for review at your facility?	Yes	No
1. Utility bills		
2. Control system architecture drawings		
3. Control system sequence of operations		
4. Control system points lists		
5. Architectural design drawings and specifications		
6. HVAC design drawings and specifications		
7. Electrical design drawings and specifications		
8. Benchmarking score and facility summary report (US EPA or other source)		

Answering "yes" certifies that the statement is true.	Building Owner:		Utility Representative Confirmation and Notes (as required)
	Yes	No	
1. The building owner is responsible for all operating expenses.			
2. The building owner is willing to commit at least 80 hours of senior building staff time to the project.			
3. Are there any planned major renovations or retrofits within the next 3 years?			
4. Is any of the major mechanical equipment near or past its useful life?			
5. The building owner is willing to sign a release for energy bills to the Commissioning Professional (CxP, the engineering firm that will implement the RCx services).			
6. The building owner can allow the Commissioning Professional (CxP) to walk through and assess ALL spaces.			
6a. Will the provider need special security clearance above normal visitor protocol?			
7. Does the building owner use a software package for maintenance planning and assignments?			

Building Management System (BMS) Controls Verification and Trending

BMS Description (age, type of system, software version)

3rd party controls vendor?

Yes No IF YES, please provide a brief description of business relationship (full operations, service contract, etc.).

Controls Check Off Questions	Building Owner:		Utility Representative Confirmation and Notes <i>(as required)</i>
"Yes" certifies that the statement is true.	Yes	No	
1. Does the BMS cover the entire facility?			
2. Is there more than one BMS system?			
3. Are "local controls" prevalent within the facility?			
4. Has BMS hardware (head-end, sensors, etc.) been installed or upgraded within the last 5 years?			
5. Has the BMS program been upgraded or installed within the last five years?			
6. Does the existing BMS program have trending/ monitoring functions? PROVIDE AT LEAST 3 SAMPLES OF TREND DATA.			REQUIRED
6a. Does the building owner or controls contractor have the ability to add/modify trending to the existing software?			
7. Does the head-end computer have sufficient capacity to store trend data?			
8. Are trend reports currently being run on the existing Energy Management System (EMS)?			
8a. IF ABOVE IS YES, is data from trend reports used to make changes in the BMS operation?			
9. Does the BMS report alarms from the field?			
9a. IF ABOVE IS YES, do field technicians respond to BMS alarms?			
10. Can operators identify units in manual bypass operation from the BMS?			
11. Does a site technician have access to the system and have full knowledge of the BMS operation?			
12. Is the control system maintained and operated by a third party vendor?			
12a. IF ABOVE IS YES, will this vendor be supportive of a Retro Commissioning project and remain accessible to the project team?			
13. Are system screens comprehensive and cover multiple monitoring points?			
14. Does a review of system screens identify any problems with the system?			

Building Management System (BMS) Controls Verification and Trending

Please answer to the best of your ability – a “no” does not disqualify eligibility.	Building Owner:		Utility Representative Confirmation and Notes (as required)
	Yes	No	
1. The building owner has participated in other Utility efficiency programs and services.			
2. The company that owns the building has an energy efficiency, sustainability, or environmental impact mission statement or policy.			
2a. IF ABOVE IS YES, please indicate where this can be found (i.e. website, annual report, etc.).			
3. The building facility staff will be motivated and engaged to support this kind of project.			
4. The building owner can dedicate and empower one point of contact for all communications, decision making, and for moving internal decisions forward.			
5. Does the building owner operate major tenant leases in 20% or more of the building space?			
5a. IF ABOVE IS YES, generally describe current lease conditions (amount of space by SF and % of building, and current lease dates).			

REQUIRED Final Checklist of Submittal Items

Please check off and forward to your Utility along with this application:

One copy of recent utility bill (per metered account)

Samples of trending data (i.e. screen captures from the Energy Management System)

Attach EPA benchmark portfolio printout called “Statement of Energy Performance – Facility Summary Report”

Permission to provide usage information to RCx commissioning agent:

The signature below acknowledges that the building-owner selected RCx commissioning professional (CxP) can obtain facility usage data available from the Utility upon the written request from the CxP.

Name (Please Print)	Signature
<input type="text"/>	<input type="text"/>
Title	Date
<input type="text"/>	<input type="text"/>

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