



Your Touchstone Energy®  
Partner 

# Building Commissioning Program

## 2012 Rebate Application

Dakota Electric Association  
4300 220th Street West  
Farmington, Minnesota 55024

### Business Member Information

Company name \_\_\_\_\_ Date submitted \_\_\_\_\_

Billing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Installation address (if different) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Account number \_\_\_\_\_

Contact name (print) \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

The undersigned does hereby certify that 1) The undersigned, and not Dakota Electric Association, 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 installation is complete. Further, the undersigned acknowledges that nothing contained in the application shall impose any liability on Dakota Electric Association for the work performed and information presented by the member's engineer, contractor or vendor.

Member signature \_\_\_\_\_ Date \_\_\_\_\_

### How to Apply for This Rebate

1. Rebate funds are limited. Contact [rebates@dakotaelectric.com](mailto:rebates@dakotaelectric.com) or 651-463-6243 to reserve funds. This is not a guarantee of project approval.
2. Fill out this rebate application. All information needs to be supplied before a rebate check can be issued. Please note any warranty, rules or qualifications on page two of this form.
3. Complete and sign rebate forms. Mail or fax pages 1 and 3 to:  
Rebates, Dakota Electric Association, 4300 220th Street West, Farmington, MN 55024  
Fax number: 651-460-7524

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



## 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 for tune-up.
  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 commissioning 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, HVAC 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 Dakota Electric Association.
    - 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 consideration.
  7. Rebates and incentives will be denied if the specifications do not adequately document the implementation of the energy-efficiency measures consistent with good engineering and design practices.
- 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 Dakota Electric Association 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 Dakota Electric Association that all energy-efficiency measures and equipment have been implemented.

## Warranty Information

Rebate qualifications do not imply any representation or warranty of such equipment, design or installation by Dakota Electric Association. Dakota Electric Association shall not be responsible or liable for any personal injury or property damage caused by this equipment. Dakota Electric Association 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 Dakota Electric Association be liable for any incidental or consequential damages.

## Other Important Program Rules

1. Dakota Electric Association reserves the right to conduct random inspections of installations.
2. The member is responsible for checking with Dakota Electric Association to verify program parameters and determine whether funding is available
3. The maximum rebate amount shall be the lesser of 50 percent of the project cost or \$20,000.
4. Funding for building commissioning projects is shared 50 percent/50 percent between Dakota Electric Association and the member, respectively.
5. Project must comply with all program specific rules and qualifications.
6. Qualifying members must apply for 2012 rebates no later than November 15, 2012.

Business member name \_\_\_\_\_

## Project Information

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

Project Location \_\_\_\_\_

Total square footage \_\_\_\_\_

Parking garage square footage \_\_\_\_\_

kW saved\* \_\_\_\_\_

kWh saved\* \_\_\_\_\_

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

## Building Commissioning Consultants' Information

**General Contractor** \_\_\_\_\_

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

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

Contact person \_\_\_\_\_ E-mail \_\_\_\_\_

**Mechanical Engineer** \_\_\_\_\_

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

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

Contact person \_\_\_\_\_ E-mail \_\_\_\_\_

**Electrical Engineer** \_\_\_\_\_

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

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

Contact person \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_  
Dakota Electric Association Representative

\_\_\_\_\_  
Date