



Energy Studies Application

Hawaii Energy

Effective from July 2011 and subject to availability of funding lasts.

This Program is available for and funded by the Commercial and Industrial Electric Utility Customers of Hawaii, Lanai, Maui, Molokai and Oahu and is administered under the direction of the Hawaii Public Utilities Commission.

Account Name: _____ Project / Building Name: _____

Funding for this State of Hawaii program is paid for by the electric utility **ratepayers** on the Big Island, Lanai, Maui, Molokai, and Oahu. The purpose of the program is the promotion of energy efficiency to keep future electric rates as low as possible for all ratepayers while reducing Hawaii's dependence on imported fuel. To help meet this objective the program offers cash **incentives to influence project decisions to install high efficiency equipment that would otherwise not be economically viable.**

Eligibility

Standard Business Program Incentives for energy studies are available to all non-residential (i.e.: commercial, institutional, government and industrial) electric utility **ratepayers** on the Big Island, Lanai, Maui, Molokai, and Oahu.

General Information

- **Program approval is required prior to the start of work on the energy study.**
- The program reserves the right to review all materials that result from a program-supported study including, but not limited to, final reports, consultant recommendations, and metered data.
- The study must be performed by a qualified person or firm. A brief summary of the consultant's qualifications should be submitted with the application. In some cases, a professional engineer may be required to provide verification of the analysis.
- At any time, customers may contact program staff to discuss a project, get assistance in preparing an application, or with any program-related questions.

Application Process

Step 1: Customers should complete the Energy Studies Application and gather the necessary supporting information such as layouts, drawings, technical attachments, or vendor literature. **Program approval is required prior to the start of work on the energy study.**

Step 2: Mail/Fax Application & supporting documentation to:

Hawaii Energy
1132 Bishop St. Ste. 1800
Honolulu, HI 96813
(808) 441-6068
Fax Number
Or email electronic copy to: HawaiiEnergy@saic.com

Step 3: The program will review the completed application and will contact the customer if further information or clarification is required. Upon approval, the customer will receive a written application approval notice from the program and work may begin on the energy study.

Step 4: Upon completion of the Energy Study, the customer should submit a completed study report in the format shown below. Upon receipt and verification of all required documentation, the incentive check will be issued.



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TABLE 1 - CUSTOMER AND PROJECT INFORMATION

Customer Information

Company Name:	Tax Status:	Number of Employees:	Utility Company:
Tax ID (SSN/FEIN):	<input type="checkbox"/> Corporation <input type="checkbox"/> Non-Corp. <input type="checkbox"/> Government	FT: _____ PT: _____	<input type="checkbox"/> HECO <input type="checkbox"/> MECO <input type="checkbox"/> HELCO Account Number (Required) _____ - _____ - _____
Mailing Address (check mailed to):	City:	State:	Zip:
Contact Name/Title:			
Email Address:	Telephone:	Fax:	
Physical Installation Address (if different from above):	City:	Zip:	

- Owner
 Lessee/Renter (If leased or rented property, **Landlord Consent Form** is required. Request form from Program Manager)

How did you hear about the program?

- Program Contact Utility Contact Trade Ally Direct Mail Mass Media Seminar
 Other _____

Facility Information (Provide or attach the information below if available or appropriate)

Facility Type (i.e. Hospital, Hotel, Office, Restaurant):	Business Type:		
Equipment Operating Hours:	Building Operating Hours:		
Average Yearly Occupancy (%):	Number of Floors:	Total Floor Area:	Effectuated Floor Area:

General Description of Existing Equipment (if applicable):

Proposed Energy Study (Provide or attach the information below if available or appropriate)

Objective of Energy Study	
Estimated Cost:	Estimated Time to Conduct Energy Study:

Possible Energy Conservation Measures:

Estimated Energy Savings Resulting from Project(s):



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Energy Study Methodology (Provide or attach the information below if available or appropriate)

Method for Estimating Load/Process:

Monitoring Type and Duration (if applicable):

Building Simulation Program (if applicable):

Research Data (e.g. ASHRAE, ASME, Equipment Manufacturer, Department of Energy, etc):

Energy Study Report Format

The Energy Study shall include the following information and be presented in the following format:

- 1) Executive Summary
 - a) Energy Conservation Measures (ECMs) Proposed
 - b) Summary of Baseline and Enhanced Case Assumptions
 - c) Actionable Recommendations in "loading order."
- 2) Technical Information and Analysis
 - a) Energy Consumption Analysis
 - i) Two years of billing data (weatherized and compared to some pertinent operating metric)
 - b) Description of the project
 - c) Proposed Energy Conservation Measures (ECM)
 - i) Descriptive Name
 - ii) Schematic System Drawing
 - iii) Current Peak Demand (kW), Energy Usage (kWh), Effective Full Load Run Hours
 - iv) Proposed Peak Demand (kW), Energy Usage (kWh), Effective Full Load Run Hours
 - v) % Change for above
 - vi) Estimated Installation Cost
 - vii) Project timeline
 - viii) Measure Life
 - ix) Simple Payback
 - d) Base case information
 - i) Short term/spot baseline thermal, fluid, and electrical measurements for major equipment to be changed with ECMs
 - ii) Permanent metering data (This metering will qualify for additional cost assistance)
 - iii) Sizing/Performance Reviews (Pump Curves, Cooling Bin Data etc.)
 - e) Enhanced case information
 - i) How will performance be measured in the future.
 - ii) Description of where energy savings occurs (lower run time, more efficient operations etc.)
 - f) Estimated energy and demand savings associated with your proposed project
 - i) Applicable figures and tables
 - ii) Simple payback period and/or life cycle costs
 - g) Estimated costs including design, materials, and installation
- 3) Appendix
 - a) Raw and Analyzed Data (Cooling Models, Field Data, Pictures, Metering Data etc.)
 - b) Building Plans (Mechanical, Electrical Schedules, Layouts etc.)



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SIGNATURE

I have read, understood, and agree to the Terms and Conditions and the application procedure detailed on this application. I further understand that Hawaii Energy Efficiency Program will report the incentive payment on IRS Form 1099 unless I have checked the corporation tax status above. I am advised to consult my tax advisor concerning the taxability of the incentive. Hawaii Energy Efficiency Program is not responsible for any taxes that may be imposed on me or my business as a result of my receipt of this incentive.

SIGNATURE _____ DATE: _____

PRINT NAME: _____ TITLE: _____

FOR PROGRAM USE ONLY

DATE RECEIVED: _____ INITIALS: _____ PRE-APPROVAL? YES NO

APPLICATION NUMBER: _____

Business Program Terms and Conditions

- 1) **Incentives**
Subject to these Terms & Conditions, the Hawaii Energy Efficiency Program (the Program) will pay incentives for the installation of Energy Efficiency Measures (EEMs) in qualified building projects.
- 2) **Eligibility**
 - a) **"Customers"** are electric distribution customers of Hawaii Electric Company (HECO), Maui Electric Company (MECO), or Hawaii Electric Light Company (HELCO). Incentives are awarded only to Eligible Customers or their assigned contractors for equipment that is installed in the HECO, MECO, or HELCO service area at the location identified in this Application, and such Customers are ultimately responsible for compliance with these Terms and Conditions.
 - b) **"Qualifying EEMs"** are those electricity-saving Energy Efficiency Measures (EEMs) that are identified in the Program applications and associated materials for the various Standard and Custom programs offered by and in effect through the program. Unless explicitly approved before installation by the Program, all installed equipment must be new, meet Program specification requirements, and be fully operable prior to incentive payment.
 - c) Incomplete applications will be returned.
 - d) For Completed Projects, Rebate Application must be received within six months of installation.
- 3) **Installation Verification and Data Collection:**
 - a) The Program may conduct an inspection of the facility to verify pre-installation conditions or confirm installation prior to incentive payment, at any time after receipt of Applications and up to up to 5 years after payment of incentives.
 - b) The Applicant must provide reasonable access to the facility, the EEM, and related documentation and data.
 - c) The Program may install metering devices on equipment for program data collection, measurement and verification purposes.
- 4) **Compliance:**
The Customer is responsible to abide by all applicable laws, rules and regulations, and to comply with all federal, state, and local codes.
- 5) **Program Availability:**
Incentives are available on a first-come, first-served basis subject to the availability of funds. Program availability, program terms and equipment eligibility may change
- 6) **Publicity:**
The Program reserves the right to publicize participation in the program for promotional purposes unless the Customer submits a written request to the Program.
- 7) **Disclaimers:**
 - a) The Program is not responsible for any tax liability imposed on the Customer as a result of the payment of incentives.
 - b) The Program does not expressly or implicitly warrant the performance of installed equipment, the quality of any contractor's work, or that the EEMs will result in any energy or cost savings.
- c) The Program is not responsible for the proper disposal or recycling of any waste generated as a result of this project.
- d) The Program does not endorse any particular market provider, manufacturer, product, labor or system design by offering this program.
- e) The Program does not guarantee that funding will be available for payment of incentives until this application is approved. Submission of the Application does not warrant payment under any circumstances should the application not be approved or funding not be available.
- 8) **Indemnification and Limits of Liability:**
 - a) Customer shall hold harmless the program and the Program's agents, contractors, employees, officers and directors from any and all liability, claims, loss, damage, death or injury including reasonable attorneys' fees and costs, arising out of or relating to the installation, use and maintenance of the equipment, designs, practices or methods involved in this Customer's project.
 - b) In no event shall either the Program, or any other indemnified party be liable for any punitive, exemplary, special, indirect, incidental or consequential damages (including, but not limited to, lost profits, lost business opportunities, loss of use or equipment down time, and loss of or corruption to data) arising out of or relating to this Agreement, regardless of the legal theory under which such damages are sought.
- 9) **Entire Agreement**
The entire agreement between the Customer and the Program is composed of an approved, a fully-executed application, these Terms and Conditions, and, as applicable, pre-installation approval letters, invoices, receipts and any and all such other documentation as required without notice at the discretion of the program.