



Energy Design Assistance

Design Team Incentive Request Application

Incentive recipient company information

Company name _____ Federal Tax ID# _____

Contact name _____

Address _____ City _____ State _____ ZIP _____

Phone number _____ Email _____

Xcel Energy has permission to list the design professional 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 _____

Reimbursement

This incentive allocation is normally completed with the primary incentive recipient contact on the Energy Design Assistance (EDA) design team. Any 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 if the design team chooses to have multiple incentives we can accommodate this request. However, the total project cannot exceed the dollar amount indicated per project square foot.

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.*

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

*Conditioned square footage

**Only applicable to projects enrolled prior to 6/1/2018.

Compliance and authorization

EDA participation meetings have been completed for this project.

One invoice has been attached to this form. (One invoice per application)

Multiple applications will be requested on this project. These will 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 _____ Date _____

Please email or mail this form along with invoice to:

Mail:

Bella Halstead

Xcel Energy

401 Nicollet Mall

Minneapolis, MN 55401

Email:

bella.j.halstead@xcelenergy.com

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 the 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.
- Completing tasks directly related to the Xcel Energy EDA program.

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 after the final EDA meeting has taken place.
- Multiple incentives may be requested per project; however, total amounts will not exceed available incentive based on conditioned square footage.
- 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.