



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"). 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.

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: alexandra.lamparski@eversource.com

By mail: Eversource Energy
Attn: Alex Lamparski, NU East, 107 Selden St.
Berlin, CT 06037

OR

UI Customers:

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

By mail: United Illuminating
Attn: Will Riddle, 180 Marsh Hill Rd.
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 Alex Lamparski at (860) 665-5704 and UI customers may call Will Riddle at (203) 499-2407.

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	E-mail: Building Operating Staff Lead			
<input type="text"/>	<input type="text"/>			
Building Name (if applicable)	Telephone	Fax		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Building Information

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

HVAC Information

9. Control type (check one): <input type="checkbox"/> Entirely DDC <input type="checkbox"/> DDC/pneumatic hybrid <input type="checkbox"/> Entirely pneumatic	11. HVAC system – Brand and age of major components (heating systems, pumps, air handlers, chillers, etc.): <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	<input type="checkbox"/>	<input type="checkbox"/>
2. Control system architecture drawings	<input type="checkbox"/>	<input type="checkbox"/>
3. Control system sequence of operations	<input type="checkbox"/>	<input type="checkbox"/>
4. Control system points lists	<input type="checkbox"/>	<input type="checkbox"/>
5. Architectural design drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>
6. HVAC design drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>
7. Electrical design drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>
8. Benchmarking score and facility summary report (US EPA or other source)	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	
2. The building owner is willing to commit at least 50 hours of senior building staff time to the project.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are there any planned major renovations or retrofits within the next 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is any of the major mechanical equipment near or past its useful life?	<input type="checkbox"/>	<input type="checkbox"/>	
5. The building owner is willing to sign a release for energy bills to the Commissioning agent (CxP).	<input type="checkbox"/>	<input type="checkbox"/>	
6. The building owner can allow the RCx provider (i.e. the engineering firm that will do the work) to walk through and assess ALL spaces.	<input type="checkbox"/>	<input type="checkbox"/>	
6a. Will the provider need special security clearance above normal visitor protocol?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Does the building owner use a software package for maintenance planning and assignments?	<input type="checkbox"/>	<input type="checkbox"/>	

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?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is there more than one BMS system?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are "local controls" prevalent within the facility?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Has BMS hardware (head-end, sensors, etc.) been installed or upgraded within the last 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Has the BMS program been upgraded or installed within the last five years?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Does the existing BMS program have trending/ monitoring functions? PROVIDE AT LEAST 3 SAMPLES OF TREND DATA.	<input type="checkbox"/>	<input type="checkbox"/>	REQUIRED
6a. Does the building owner or controls contractor have the ability to add/modify trending to the existing software?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Does the head-end computer have sufficient capacity to store trend data?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are trend reports currently being run on the existing Energy Management System (EMS)?	<input type="checkbox"/>	<input type="checkbox"/>	
8a. IF ABOVE IS YES, is data from trend reports used to make changes in the BMS operation?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Does the BMS report alarms from the field?	<input type="checkbox"/>	<input type="checkbox"/>	
9a. IF ABOVE IS YES, do field technicians respond to BMS alarms?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Can operators identify units in manual bypass operation from the BMS?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Does a site technician have access to the system and have full knowledge of the BMS operation?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Is the control system maintained and operated by a third party vendor?	<input type="checkbox"/>	<input type="checkbox"/>	
12a. IF ABOVE IS YES, will this vendor be supportive of a Retro Commissioning project and remain accessible to the project team?	<input type="checkbox"/>	<input type="checkbox"/>	
13. Are system screens comprehensive and cover multiple monitoring points?	<input type="checkbox"/>	<input type="checkbox"/>	
14. Does a review of system screens identify any problems with the system?	<input type="checkbox"/>	<input type="checkbox"/>	

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.	<input type="checkbox"/>	<input type="checkbox"/>	
2. The company that owns the building has an energy efficiency, sustainability, or environmental impact mission statement or policy.	<input type="checkbox"/>	<input type="checkbox"/>	
2a. IF ABOVE IS YES, please indicate where this can be found (i.e. website, annual report, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	
3. The building facility staff will be motivated and engaged to support this kind of project.	<input type="checkbox"/>	<input type="checkbox"/>	
4. The building owner can dedicate and empower one point of contact for all communications, decision making, and for moving internal decisions forward.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does the building owner operate major tenant leases in 20% or more of the building space?	<input type="checkbox"/>	<input type="checkbox"/>	
5a. IF ABOVE IS YES, generally describe current lease conditions (amount of space by SF and % of building, and current lease dates).	<input type="checkbox"/>	<input type="checkbox"/>	

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 agent (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"/>

