NRR-DR

Section 4: Forms and Instructions

The required submittals for the 2006 NRR-DR program can be completed either manually or using the program software. The manual forms appear on the following pages, along with detailed instructions for completion. These can be filled out by hand after printing them out or in Excel.

Before filling out the manual forms, **consider using the 2006 NRR-DR program software.** It is easier to edit, and the software automatically checks to make sure you haven't omitted any required information — a feature that can speed processing of your Application. If you're conducting multiple Projects, the software can spare you repeated typing.

The program software is available on the SPC2006 CD-ROM which can be ordered from the Utility Administrators websites. Detailed instructions for using the software are included in Section 4 of the 2006 *NRR-DR Procedures Manual.*

4.1 Overview of Submittal Process

4.1.1 Completing Your Forms

To complete the forms, follow the instructions on the next few pages and on the forms themselves. Your Utility Administrator is available for help with specific questions, **but Project Sponsors are responsible for filling out the forms accurately and completely**.

On all forms, please write legibly. Filling out forms neatly and completely will speed review of your paperwork. The forms are available either as a PDF or Excel files. Projects involving multiple sites or customers will require multiple copies of the forms.

4.1.2 Mailing Your Forms

Whether you use the program software or the manual forms, they must be mailed to the Utility Administrator in hardcopy (no email). Mail the signed original and one copy to your Utility Administrator at the address shown in Table 4-1. If you use the program software, mail the diskette containing the data file along with your printouts.

For the Utility Administrator review schedule and other program procedures, see Section 1 of the 2006 *NRR-DR Procedures Manual.*

Table 4-1. Utility Administrators

Pacific Gas and Electric **www.pge.com**
Ms. Susan Yee (Customized Measures) Senior Program Manager Ms. Lisa Gohil (Demand Response Measures) Pacific Gas and Electric Company PG&E Integrated Processing Center P.O. Box 7265 San Francisco, CA 94120-7265 For overnight delivery: PG&E Integrated Processing Center 77 Beale Street, Mail Code BOB1U San Francisco, CA 94105-1814 Phone: (800) 468-4743 energymgmtprograms@pge.com

4.2 Overview of Forms

The program forms are submitted in three phases, as shown in Figure 4-1.

First submittal: Incentive Application Form

Nonresidential Retrofit - Demand Response (NRR-DR) Form

Nonresidential Retrofit and/or Demand Response – Savings Summary

Demand Response Dispatchable Peak Demand Reduction Summary

Supporting Attachments:

- Energy and demand savings calculations
- Lighting table, if applicable

Second submittal: Installation Report *(due within 30 days of installation)*

Supporting Attachments:

- Updated Energy savings calculations (all Projects)
- Updated Lighting table, if applicable
- Any preliminary metering data

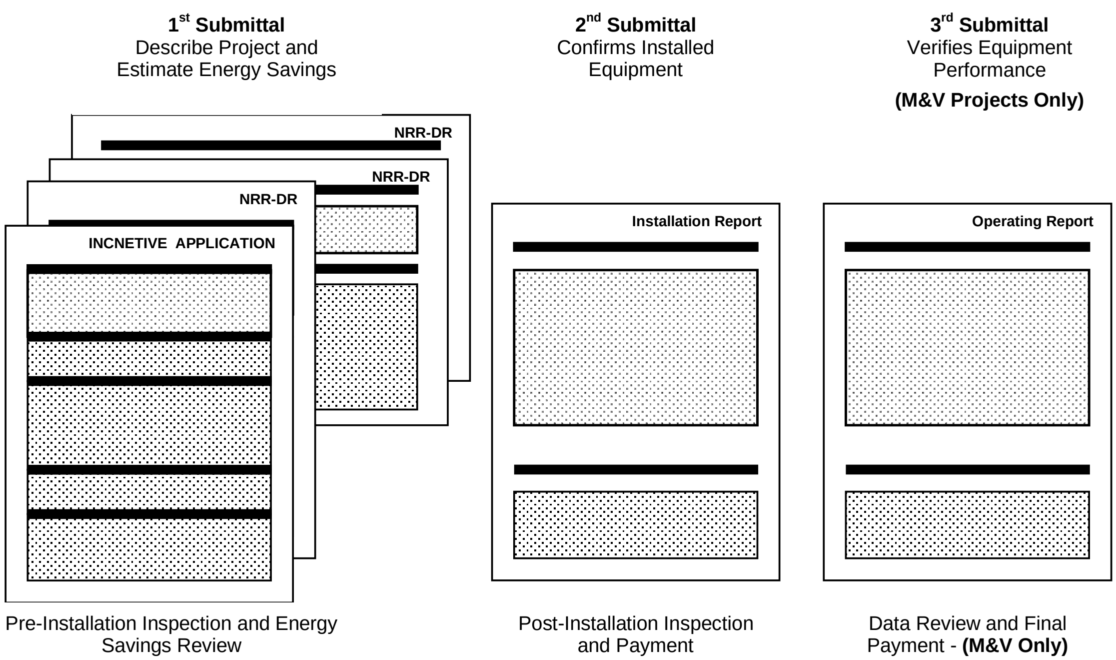
Third submittal: Operating Report (Projects using the M&V process only)

(due within 30 days of the one-year anniversary of Utility Administrator approval of the Installation Report)

Supporting Attachments:

- Description of any changes to the Project
- Backup for revised calculations
- M&V results and analysis

Figure 4-1. NRR-DR Submittal Process



4.3 PG&E Incentive Application

This form is the first page of the NRR-DR project application.

4.3.1 Applicant Information

Please provide the requested information regarding the Utility Customer that is hosting the efficiency project. Give the **name, address, phone, and e-mail address** that apply to the designated contact person at the Customer site.

It is important to include the **federal tax identification number(s)** for the Customer and corporate parent, if applicable. (A corporate parent or government parent is a separate entity that owns the customer.)

4.3.2 Project Types

Please indicate the types of measures that are included in the project. Identify the project by providing a **brief name and description**.

4.3.3 Payment Information

This section is used to designate who will receive the incentive payment. Please provide the requested information regarding the payee. Give the **name, address, phone, and e-mail address** of the designated customer/business. Be sure to provide the **federal tax identification number(s)**. The Applicant must sign this section if the payment is directed to a third party.

4.3.4 Customer Agreement

This is the program agreement that is signed by the Applicant. Signing this document certifies that the applicant has read and agrees to the attached terms and conditions (page 2). For calculated measures projects that require measurement and verification, a separate agreement will be provided upon approval by the Utility for signature by the Project Sponsor. ***An authorized agent of the Customer must sign the affidavit to make the Application valid.***

4.4 PG&E Nonresidential Retrofit – Demand Response (NRR-DR) Form

This form is the second page of the NRR-DR project application.

The Nonresidential Retrofit – Demand Response (NRR-DR) Form is used to identify Calculated Measures in the application form. Measures involving new construction should utilize the Nonresidential New Construction (NRNC) form and/or the Nonresidential New Construction Design Team (NRNC-DT) form. Explanations of these forms can be found in the Savings By Design Program Manual.

4.4.1 Project Site Information

Please provide the requested information regarding the project site. Give the **site name, site address, and contact information at the project site**. The **site contact** may be different from the Customer contact, if you wish.

If there is more than one site, you will need to submit a separate Form 1 for each site. However, you need not repeat information. Complete the entire form for Site 1; then for subsequent sites, fill out only (1) the Project name at the top of the form, (2) the site ID, which should be written on the upper right corner of the form, and (3) the site information box.

The **electric account / service agreement and natural gas account** numbers can be found on the utility bill for the Project site.

Large facilities may comprise multiple buildings of different sizes and ages. Give the **square footage, age, and number of floors** for the building(s) where the efficiency measure(s) will be installed.

Check all the **properties types** (basic nature of the facility) that apply for the listed project site. If none of the types apply select other and indicate the primary use.

4.4.2 Acknowledgements

This section identifies the project sponsor. The Project Sponsor is responsible for completing the application and ultimately receives or designates the payment from the Utility Administrator. See Section 1.8 for more information. The Project Sponsor may be the Customer for whom the energy saving equipment or systems are installed or may be a third-party authorized to act on behalf of the Customers.

The project sponsor information section is for “third-party” Project Sponsors; if you are self-sponsoring a Project at your own site, this information is redundant with the Customer information and you don’t need to fill it out.

Again, use the name, **address, phone, and email** for the designated contact person. The Project Sponsor is the primary contact and will receive all correspondence, review notices and incentive information regarding the proposed project.

4.4.3 Agreement

This is the program agreement that is signed by both the Building Owner and the Project Sponsor. Signing this document certifies that both parties have read and agree to the attached terms and conditions. For calculated measures projects that require measurement and verification, a separate agreement will be provided upon approval by the Utility for signature by the Project Sponsor. ***An authorized agent of the Building Owner must sign the affidavit to make the Application valid. An authorized agent of the Project sponsor (third party or self sponsoring customer) must sign the affidavit to make the Application valid.***

4.4.4 Nonresidential Retrofit and/or Demand Response – Savings Summary

This form is the third page of the NRR-DR project application.

Fill in the requested information for each measure. If there are more measures than the table will allow, attach either an additional forms or your own handwritten table and reference it on the form.

4.4.4.1 Energy Efficiency Measure Information

Site Name. Provide the name of the site at which the measure will be installed. If this is a multiple-site Project, include the site ID number.

Measure Type. Choose “L” for lighting, “A” for AC&R, “O” for other equipment, or “G” for natural gas.

Savings Type. Choose “ES” for Estimation Software or “EC” for Engineering Calculations.

Eligible Program. Choose NRR, DR, or NRR-DR.

Descriptions of Proposed Measures. Briefly describe the efficiency measure and where it is to be installed—e.g., “Replace four 20-ton package AC units on office annex,” or “Upgrade 50-hp air compressor used for process air in assembly facility.”

Retrofit Cost. The measure’s cost includes, but is not limited to, audits, design, engineering, construction, equipment, materials, permits, fees, overhead, and labor. The cost to complete the application forms as well as any M&V costs can also be included in the measure cost.

Incremental DR Cost. This is the total cost for the measure associated with the DR portion of the retrofit. If the measure is a combined SPC/DR measure this is the incremental cost associated with DR equipment above and beyond the SPC costs.

4.4.4.2 Energy/ Permanent On-Peak Demand Savings and Incentive Summary

This box is where you indicate how much energy (kWh or therms) and demand (kW) you calculate each measure to save, as well as the resulting incentive you calculated.

Energy Savings

The left-hand boxes summarize the amount of the energy savings and energy savings incentive. Enter the **baseline energy usage** (kWh or therms per year consumed by the current equipment or the minimum standard efficiency) and the **installed energy usage** (kWh or therms per year that will be consumed by the higher efficiency equipment). Subtract the installed usage from the baseline (or current standard) usage to determine the annual **energy savings** afforded by the high-efficiency equipment.

The **incentive rate** depends on measure category (Lighting, AC&R, Other, or Natural Gas), as shown in the rate tables on Form 3.

The **energy incentive** is determined by multiplying the energy savings by the incentive rate.

Permanent On-Peak Demand Reductions

The right-hand boxes summarize the on-peak demand for the equipment described in the measure. This entry is required even though the incentive amount is not directly related to this factor. Enter the on-peak demand level that occurs at any time during existing operations for the **baseline demand** and for the **installed demand.** The on-peak demand is the highest level of demand that occurs between 12 noon and 6 pm, Monday through Friday during months from June through September.

4.4.4.3 Supporting Attachments

Be sure to attach the following to NRR-DR form:

- **Backup for energy and demand savings calculations.** If the Estimation Software is utilized, attach a printout of the results. If you used your own engineering calculations, attach your calculations with detailed explanation of your assumptions. Instructions for calculating energy savings are provided in Section 2 of the *2006 Business Energy Efficiency Program Procedures Manual.*
- **Lighting Table**. If the Application contains a lighting measure you are required to submit a Lighting Table (LT). This table is used to describe the lighting measures, their locations and the savings/incentives. A Lighting Table Form is available from your Utility Administrator. You are allowed to submit your own form as long as it has all of the information requested on the LT form. This information includes: building, floor, usage group, area description, use type, Itemized measure code, existing quantity, existing fixture code, proposed quantity, proposed fixture code, proposed lamp model, proposed ballast model operating hours and measure control type.

4.4.5 Demand Response Dispatchable Peak Demand Reduction Summary

This form is the fourth page of the NRR-DR project application.

4.4.5.1 Demand Response Dispatchable Peak Demand Reductions

Please provide the baseline and dispatched demand for each DM measure. All incentive payments will be based on the Dispatchable On-Peak Load Reduction which is defined as existing average load that, upon request, could be temporarily reduced for the operation day's entire on-peak period or temporarily shifted from the operation day's on-peak period to the partial-peak or off-peak time periods. The on-peak period is defined as May 1 through October 31, Monday through Friday (excluding holidays), 12 noon to 6 p.m. The Holidays are New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Enter the DR **baseline peak demand** (Average kW demand of the current equipment during the on-peak period) and the DR **dispatched peak demand** (Average kW demand as a result of a dispatch order). Subtract the dispatched peak demand from the baseline peak demand to determine the DR **average dispatchable demand** afforded by demand response equipment or control software.

The **incentive rate** is determined based on $/dispatchable kW and is displayed on the rate table.

The **DR incentive** is determined by multiplying the average dispatchable demand by the incentive rate.

4.4.5.2 Supporting Attachments

Be sure to attach the following to NRR-DR form:

> **Backup for demand savings calculations.** The expected dispatchable on-peak load reduction must be estimated using Project Sponsor provided engineering calculations. Please attach your calculations with detailed explanation of your assumptions.

4.5 Installation Report

This form should be submitted within 30 days of equipment installation to confirm that the equipment is operating as planned—or to note any changes made since the Application was approved.

4.5.1 Energy/Demand Savings and Incentive Adjustment

If the equipment is operating as presented in the Project Application, simply copy the amounts for energy savings, energy incentive, and demand reduction, from the approved Application form.

If there have been any changes to the project from what was indicated on the approved application, please describe them on a separate attachment (e.g. changes in equipment configuration, quantities, or type of equipment). Revise your estimate of the energy and demand savings—and corresponding incentive amounts—using the same calculation approach you used on the original Application (estimation software, or engineering calculations). Enter the revised numbers results into their proper columns the form, and attach the calculation sheet as backup. For Projects that do not require M&V, the revised Energy Savings Incentive may not exceed the amount of the Contract Agreement, regardless of the changes. For on Projects requiring M&V, the revised Energy Savings Incentive may not exceed 110 percent of the amount of the approved Contract Agreement.

4.5.2 Installation and Operation Statement

Sign and date the statement at the bottom of the form declaring that the equipment has been installed and is working properly.

4.5.3 Supporting Attachments

The following materials, as applicable, should be attached to the Installation Report form:

1. **Description of changes and backup for revised calculations.** Attach a brief description of exactly what changes were made since the Project Application was approved, as well as backup for the revised energy/demand savings calculations. If you used the estimation software, attach a printout of the results. If you used your own engineering calculations, attach your calculations with detailed explanation of your assumptions. Instructions for calculating energy savings are provided in Section 2 of the *2006 Business Energy Efficiency Program Procedures Manual.*
2. **Any preliminary metering data.** All Projects that have collected any metering data should attach the data—***including detailed analysis***—to the Installation Report Form.

4.6 Operating Report

This submittal confirms that the equipment is still in operation for Projects requiring M&V and presents the actual energy savings that have been achieved. It is due within 30 days following the one-year or two-year anniversary of the Utility Administrator's approval of the Installation Report.

4.6.1 Energy/Demand Savings and Incentive Adjustment

All projects requiring M&V need to adjust the energy savings and incentives based on actual performance. Adjust the energy savings and incentive based on the actual data collected as per the approved M&V plan, whether or not there were any changes to the Project.

The incentive can adjust either up or down, based on performance. However, the incentive may not exceed 110 percent of the amount on the approved Project Application.

4.6.1.1 Measured Savings

On the Operating Report form, you present the culmination of your M&V efforts. Adjust the energy savings and incentives based on the actual data collected as per the M&V plan, whether or not there were any changes to the Project.

The incentive can adjust either up or down, based on performance. However, the incentive may not exceed 110 percent of the amount on the approved Project Application.

4.6.2 Installation and Operation Statement

Sign and date the statement at the bottom of the form declaring that the equipment is in operation as presented on the form and attachments.

4.6.3 Supporting Attachments

The following materials should be attached to the Operating Report form, as applicable:

1. **Description of any changes to the Project.** Include any changes in the M&V plan.
2. **Backup for revised calculations.** If you used the estimation software, attach a printout of the results. If you used your own engineering calculations, attach your step-wise

calculations with a detailed explanation of your assumptions and any changes since the approval of the Installation Report.

3. **M&V results and analysis.** Attach the M&V data and analysis.

4.7 The Forms

If you obtained this *2006 NRR-DR Procedures Manual* in hardcopy from your Utility Administrator, the following pages contain the Application, Installation and Operating Reports. If you downloaded this manual from the CD-ROM or utility website, the forms can be accessed as a single PDF file or as an Excel workbook.