



Connecticut's Energy Efficiency Programs are funded by the Conservation Charge on customer electric bills.

CT 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 incentives and technical assistance under the Operation & Maintenance Services (O&M) program supported by the Connecticut Energy Efficiency Fund (CEEF).

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. Connecticut Light & Power (CL&P) uses this information to determine the potential fit for RCx. Buildings that are initially assessed as possible candidates for the program will be visited by a representative of CL&P for further assessment.

The intent of this application is to provide Participants with a firm and useful understanding of the requirements necessary to make a RCx project successful. Any and all responses do not automatically qualify or disqualify interested participants from program participation.

Companies in the pilot have seen from 2.0% to 11.0% savings from this no cost or low cost program design.

Please return this completed information to:

By mail: Northeast Utilities Service Company
Attn: David M^e Intosh (C&LM)
626 Glenbrook Road
Stamford, CT 06906

By fax: 203-352-5444

By e-mail: mcintdw@nu.com (Preferred method)

If you should have any question on how to fill this document out or about the CT RCx Program, please call Dave McIntosh @ 203-352-5457.

Applicant Information:		
Building Owner/Representative Name	Building Owner/Representative Title	
Building Operating Staff Lead	Building Operating Staff Lead Title	
Company:		
Building Name (if applicable):		
Building Address:		
Mailing Address (if different than above):		
City:	State:	Zip:
Email	Telephone #	Fax #

A. Building Information			
1. Square footage:			
1a. Gross: _____ SF		1b. Conditioned: _____ SF	
1c. Garage? <input type="checkbox"/> Y <input type="checkbox"/> N		IF YES > _____ SF	
2. Approximate yearly electric consumption (kWh and cost):		3. Approximate yearly gas consumption (therms and cost):	
2a. kWh: _____		3a. Therms: _____	
2b. Cost: _____		3b. Cost: _____	
4. Building		5. No. of full time occupants:	
4a. Year built: _____			
4b. Last major renovation: _____			
6. Utility Account Number(s): Please also attach one recent bill			
7. Occupancy schedule (ex "9-6 M-F", 24-7, or similar):		8. Percent of building that is occupied:	
HVAC Information			
9. Control type (check one)			
<input type="checkbox"/> Entirely DDC		<input type="checkbox"/> DDC/pneumatic hybrid	
		<input type="checkbox"/> Entirely pneumatic	
10. Describe your HVAC system configuration (ex., built up airhandlers, package units, boilers, chillers-centrifugal, absorption, cooling towers, etc.):			
11. HVAC system – Brand and age of major components (heating systems, pumps, air handlers, chillers, etc.)			

B. Available Documentation		
Are these documents available for review at your facility?	Yes	No
1. Utility bills		
2. Control system architecture drawings		
3. Control system sequence of operations		
4. Control system points lists		
5. Architectural design drawings and specifications		
6. HVAC design drawings and specifications		
7. Electrical design drawings and specifications		
8. Benchmarking score and facility summary report (US EPA or other source)		

C. Program Requirements			
Building owner:	Date:		Name:
Utility Representative:	Date:		Name:
	Building Owner:		Utility Rep: confirmation and notes
Answering "yes" certifies that the statement is true.	Yes	No	
1. The building owner is responsible for all operating expenses.			
2. The building owner is willing to commit at least 40 hours of senior building staff time to the project.			
3. There are no planned major renovations or retrofits within the next three years.			
4. The mechanical equipment is not nearing the end of its useful life.			
5. The building owner is willing to sign a release for energy bills.			
6. The building owner can allow the RCx provider (i.e. the engineering firm that would do the work) to walk through and assess ALL spaces.			
6 a. Will the provider need special security clearance above normal visitor protocol?			
7. Does the building owner use a software package for maintenance planning and assignments?			

D. Controls Verification and Trending			
EMS Description (Age, type of system, software version)			
3 rd party controls vendor? <input type="checkbox"/> Y <input type="checkbox"/> N IF YES > Brief description of business relationship (full operations, service contract, etc.)			
Controls Check Off Questions	Building Owner:		Utility Rep: confirmation and notes
	Yes	No	
“Yes” certifies that the statement is true.			
1. Does the EMS cover the entire facility?			
2. Is there more than one EMS system?			
3. Are “local controls” prevalent within the facility?			
4. Have EMS hardware (head-end, sensors, etc.) been installed or upgraded within the last 5 years?			
5. Has the EMS program been upgraded or installed within the last five years?			
6. Does the existing EMS program have trending/monitoring functions? PROVIDE AT LEAST 3 SAMPLES OF TREND DATA			
6a. Does the building owner or controls contractor have the ability to add/modify trending to the existing software?			
7. Does the head-end computer have sufficient capacity to store trend data?			
8. Are trend reports currently being run on the existing EMS?			
8a. IF YES, are data from trend reports used to make changes in EMS operation?			
9. Does the EMS report alarms from the field?			
9a. IF YES, do field technicians respond to EMS alarms?			
10. Can operators identify units in manual bypass operation from the EMS?			
11. Does a site technician have access to the system and has full knowledge of EMS operation?			
12. Is the control system maintained and operated by a third party vendor?			
12a. IF ABOVE IS YES: Will this vendor be supportive of a Retrocommissioning project, and remain accessible to the project team?			
13. Are system screens comprehensive and cover multiple monitoring points?			
14. Does a review of system screens identify any problems with the system?			

E. Ownership Commitment	Building Owner:		Utility Rep: confirmation and notes
Please answer to the best of your ability - a “no” does not disqualify eligibility.	Yes	No	
1. The building owner has participated in other utility efficiency programs and services.			
2. The company that owns the building has an energy efficiency, sustainability, or environmental impact mission statement or policy.			
2a. IF YES above > where this can be found (i.e. website, annual report, etc.)			
3. The building facility staff will be motivated and engaged to support this kind of project.			
4. The building owner can dedicate and empower one point of contact for all communications, decision making, and for moving internal decisions forward			
5. Does the building owner operate major tenant leases in 20% or more of the building space?			
5a. IF YES above > Generally describe current lease conditions (amount of space by SF and % of building, and current lease dates)			

F. Final Checklist of Submittal Items

Please check off and forward to Northeast Utilities 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”

Name _____

Signature _____

Date _____