Custom Pre-Acceptance Claim Sheet

Shakopee Public Utilities

Project Information

Primary Contact Person		Primary Contact Address	
Primary Contact Company		City	Zip Code
Estimated Start Date	Estimated Completion Date	Telephone Number of Contact Person	Fax Number of Contact Person
Email Address of Contact Person			

Project Description

Provide a brief description of EXISTING equipment to be replaced, including operational costs, efficiency ratings etc…

Provide a brief description of PROPOSED equipment to be installed, including estimated costs, efficiency ratings etc…

Supporting Documentation

Please attach supporting documentation, including (but not limited to) the following items:

- Complete description of the proposed project, including definitions of the established or assumed baseline usage and details about the proposed equipment (provide manufacturer's specifications sheets, if possible).
- Assumptions and methodology used to calculate estimated project costs.
- Assumptions and methodology used to calculate estimated peak demand and annual energy savings.
- Proposed Measurement and Verification Plan for documenting energy savings.

SPU, and/or its designated technical consultants, reserve the right to request additional supporting documentation as deemed necessary to determine project eligibility.

Benefits of Proposed Project

- ☐ Conserves other utilities
- ☐ Improves process flow
- ☐ Improves product quality
- ☐ Increases production capacity
- ☐ Meets environmental regulations
- ☐ Reduces labor
- ☐ Saves energy
- ☐ Uses fewer raw materials
- ☐ Other _____

Project Cost	kW Savings	kWh Savings (Annual)	Estimated Rebate

For SPU Use Only:				
Date Received	**Application Number**	**Account Number**	**Service Point**	**Meter Number**

Inspections			Savings		
Type	**Date**	**Inspector**	**Stage**	**Peak Pd. Kw**	**Annual kWh**
Pre-Installation			Application		

Rebate Payment			
Installment	**Amount**	**Authorized By**	**Date**
Single (1 of _____)			

Custom Rebate Requirements

Shakopee Public Utilities

Eligible Customers: The Custom Rebate Program is available to commercial, large general and industrial rate customers that receive electric service from Shakopee Public Utilities (SPU).

Eligible Applicants: Any eligible customer may submit an application. Applicants may choose to install the project(s) using in-house staff or a contractor. SPU does not maintain a list of companies whose products may qualify for a Custom Rebate.

Pre-approval process: Project pre-approval is required. Submit your application to: Shakopee Public Utilities Conservation Rebate Approval, P.O. Box 470, Shakopee, MN 55379-0470.

Eligible Projects: Projects that involve replacement of existing equipment or systems with high-efficiency equipment may be eligible for a Custom Rebate. Rebates apply to new equipment only. Projects are subject to review and acceptance by SPU and must:

- reduce electrical energy usage, and
- not be completed prior to submitting an application, and
- be completed within one year of submitting the rebate application, and
- not be otherwise eligible for a prescriptive Commercial Rebate.

Rebates are limited to no more than 50% of the cost or incremental cost of the project.

Ineligible Projects: Projects that are not eligible for Custom Rebate include fuel switching, power conditioners, uninterruptible power supply (UPS) systems, power factor correction equipment, voltage reduction systems and "black box" technologies. Projects that cannot reasonably be expected to operate for at least five years are not eligible, such as routine maintenance, operational changes, and equipment that is not installed permanently, or is readily removable without the use of tools.

SPU reserves the right to determine final program eligibility for any proposed project.

Baseline Usage: The energy savings from an eligible project are calculated relative to a baseline usage amount. Where applicable, minimum federal-and state-mandated energy efficiency standards will define the baseline usage. Where no such standards exist, other methods may be used to determine the baseline usage, such as existing equipment or historical billing data, subject to SPU review and acceptance. SPU reserves the right to request the customer employs the service of a professional engineer, based on custom improvement project.

Estimating Energy Savings: New equipment must exceed current standard equipment and efficiencies. The applicant is responsible for determining the energy savings from the project. The applicant's Measurement and Verification (M&V) Plan for documenting the project's energy savings can be based on either engineering calculations or actual measurements.

- Calculation: This method requires a calculation using estimating software or accepted engineering practices. SPU may require certain minimal measurements at the time the project is installed.
- Measurement: This method requires that measurements be taken to determine the savings. Measurements could include energy consumption, hours of operation, flow rates, temperatures, or other similar parameters related to energy savings.

Overall Process: To receive a Custom Rebate, an applicant must follow the multi-step process described below.

1. Application: An application is completed and submitted to SPU. The application should convey all the relevant information necessary for SPU to determine a project's eligibility for a Custom Rebate.
2. Pre-Installation Site Inspection: SPU may conduct a site inspection following an initial review of the Project Application. The purpose of the site inspection is to verify the existing conditions to determine the accuracy of the savings estimates. If the existing equipment has been removed, or is non-operational, the application may not be accepted.
3. Post-Installation Site Inspection: Following notification by the customer that the project has been installed, SPU may conduct a site inspection. The purpose of this inspection is to verify that the project is installed and operating as described in the application. SPU reserves the right to limit or adjust the total estimated rebate amount to correct calculations, if necessary.
4. Payment: For eligible projects, the rebate is paid following the post-installation site inspection and the receipt project invoice copies. Rebates will be issued in the form of checks, not utility bill credits.

Important Dates, Deadlines and Rules for Custom Rebate Program

Program Opens: January 1, 2009

Application Deadline: November 30th, 2009. Applications and supporting material must be received by SPU, or if mailed, postmarked by this date.

Installation Deadline: Within one year of the application or by the approved date on the pre-acceptance form. In the event the applicant has made substantial progress to install the project by their original deadline, but cannot complete it by that date, the applicant may request an extension.

Rules: Shakopee Public Utilities reserves the right to perform pre- and post-installation energy testing or to request customer to provide energy savings verification.

Customers are responsible for ensuring that equipment installed for this program meets all applicable codes, standards and regulatory requirements.

Rebate is limited by available conservation funds and will be offered on a first-come first-served basis.

Submit Application to:

Shakopee Public Utilities
ATTN: Conservation Rebates
P.O. Box 470
Shakopee, MN 55379-0470

For more information, contact SPU at 952-233-1531

Frequently Approved Projects

Custom Rebates by Shakopee Public Utilities

Building Envelope

- Insulation (ceiling, wall, water heaters, hot-water distribution pipes)
- Energy-efficient windows
- ENERGY STAR® roofing

Compressed Air

- Air storage with controls
- Controls
- More efficient air dryers
- New efficient compressors
- Piping reconfiguration and storage
- Reduce oversized hp of compressors
- Sequencer
- Variable frequency drive (VFD) compressors

Controls – applications

- CO2 based ventilation
- Compressed air systems
- Energy management systems

Cooling and heating – concepts

- Eliminate simultaneous heating and cooling
- Improve chilled water flow
- Match operation and equipment with current occupancy
- Minimize equipment cycling
- Minimize supply and return fan amps
- Optimize enthalpy control of economizer
- Optimize mixed air control based on occupancy
- Optimize operation during periods of low occupancy
- Reduce CFM during periods of low occupancy
- Restore or improve economizer function

Cooling and heating – equipment & controls

- Air conditioner economizers
- Boilers, heaters and makeup air units
- Chillers
- Economizers
- Free cooling
- HVAC heating and cooling control schemes (weekday, weekend, evening settings)
- New energy-efficient HVAC equipment
- Rooftop and condenser units
- Window films, blinds, awnings and solar screen shades

Miscellaneous electric equipment

- Car Washes
- Computer monitors (LCD)
- Humidification
- Insulated dock doors
- Oxidizers
- Piping reconfiguration
- Printing press
- Thermoforming machines
- Vacuum pumps
- Ventilation hoods
- Washers
- Welders

Process equipment installations (examples)

- Install new sensors to reduce product drying time.
- New process (layout, piping modifications)
- New system produces more output than the old system while using the same amount of energy as the old system.
- New system produces the same output as old system using less energy
- Reconfigure conveyor system
- Remove/reduce horsepower, motors (oversized, staging)
- Turn off unused and backup equipment during low production periods

Refrigeration

- Ammonia compressors
- Anti-condensate heater control
- Compressor sequencing
- Floating head pressure control
- Insulated freezer doors
- Suction level separation
- Thermo-siphon oil cooling
- VFD for compressor