



2010 Commercial Energy Audit Program Application

Application and Agreement

Oncor's Commercial Energy Audit Program ("Program") is offered to commercial, governmental, nonprofit and academic customers that receive electric service from Oncor Electric Delivery. The Commercial Energy Audit Program offers an energy audit of the customer's facility and provides a summary report that includes quantifiable opportunities for energy cost savings. The program also provides assistance with identifying Oncor-sponsored programs that provide incentives for making the recommended changes. This application is designed to help identify customers that have a high energy use index and are willing to implement recommended energy efficiency measures.

Oncor provides 100% of the audit cost for all government, nonprofit, and public academic customers as well as commercial customers with a peak demand of less than or equal to 250 kW for each of the preceding 12 months. This information may be obtained from your retail electric provider. For commercial customers with a peak demand of greater than 250 kW, please contact the Program Implementer below for a copy of the Large Commercial Program Application.

Take A Load Off, Texas[®] is provided by Oncor Electric Delivery Company LLC as part of the company's commitment to reduce energy consumption and demand. Nexant Inc. implements the Commercial Energy Audit Program as an independent contractor. For more information visit www.takealoadofftexas.com.

For Further Information

You may contact the PI for more information or assistance with the application process.

Richard Rusk

Project Manager

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Pre-Application Checklist

Please confirm that you meet the following minimum eligibility requirements before submitting an application to participate in the Program (Check if Yes):

- Have you signed the Customer Participation Agreement at the end of this document?
- Have you reviewed the Commercial Energy Audit Manual and the eligibility requirements to familiarize yourself with the Program?
- Is the facility in Oncor's service area? If so, the third through seventh digit of the ESI ID will be 44372 or 17699.
- Have you attached copies of 12 months of electric bills (all pages) with this application?
- Do you agree to allow the Program Implementer and/or service provider to create a Portfolio Manager account for your facility and enter the energy and power demand data for benchmarking purposes?

If selected for participation in the Program, will you accept the following responsibilities (Check if Yes)?

- Provide the Program Implementer or service provider with access to the facility?
- Assist, as needed, with the on-site audit?
- Provide and assist with the reporting and collection of information pertaining to the measures analyzed at the facility?

Next Steps

If you answered yes to the above questions, please complete this application and submit it with 12 months of electric bills to the Take A Load Off, Texas Commercial Energy Audit Program Implementer. In reviewing your application, the Program Implementer will be looking for evidence that cost-effective, energy-efficient opportunities may exist at your facility.

Contact Information

Primary contact name and title: _____
Phone: _____
E-mail address: _____
Project contact name and title: _____
Project contact phone: _____
Project contact fax: _____
Project contact email: _____
Program referred to you by: _____
Federal Tax ID number: _____

Facility Information

Facility owner: _____
Property management firm name: _____
Facility name: _____
Facility street address: _____
City, state, ZIP code: _____
County: _____
Facility manager name: _____
Facility manager phone: _____
Facility manager email address: _____
Facility engineer name: _____
Facility engineer phone: _____
Facility engineer email address: _____
Facility type (mark one): _____
 Commercial Governmental
 Nonprofit Academic
Construction date(s): _____
Number of floors: _____
Total floor area (sq ft): _____
Total conditioned area (sq ft): _____
Percent currently occupied: _____

Oncor Electric Service Identifier (ESI) number

Note: The ESI number identifies your location in Oncor’s system. It is not the account number with your Retail Electric Provider or your meter number. Oncor ESI IDs have 44372 or 17699 in the third through seventh digit.

ESI ID(s) from _____
your electric bills _____

Facility General Description

Briefly describe past energy efficiency projects or studies completed for the facility.

Describe any energy efficiency, renovation, or equipment replacement/upgrade projects for the facility that are currently being planned.

Is there a master facility plan available indicating projected long-term capital investment projections?

Please indicate your planned capital expenditures in the table below:

Replacement Item	Fiscal Year	\$ Budget	Comments
Boilers			
Chillers			
Energy Management System			
HVAC			
Motors			
Roof Replacement			
New Windows or Solar Reflection Coating			
Lighting			
Other			

What are the financial criteria required for investment in energy efficiency projects?
Please indicate IRR, ROI, NPV, or simple payback period needed to approve the project.

Are there any scheduling issues that could affect the Commercial Energy Audit Program work (e.g., major renovations or equipment replacements/upgrades)?

Electricity-Consuming Assets

Please complete the following table listing the facilities major HVAC and lighting system components. Attach a separate sheet if necessary.

Equipment	Type	Size	Age
Cooling Equipment (HVAC)			
<i>Air Cooled RTU (example)</i>	<i>Air Cooled, Reciprocating</i>	<i>18 Tons</i>	<i>12 years</i>
Air Handling Unit Equipment			
<i>AHU 1 (example)</i>	<i>CV with electric reheat</i>	<i>10,000 CFM</i>	<i>20 years</i>
Lighting Systems			
<i>Main office area (example)</i>	<i>34W T12s w/magnetic ballasts</i>	<i>40% of occupied ft²</i>	<i>10 years</i>
Other			

1. Agreement for Customer Participation

The undersigned (hereinafter "Customer"), is an electric delivery customer of Oncor Electric Delivery Company LLC ("Oncor") and has submitted to participate in the Commercial Energy Audit Program (the "Program") offered by Oncor and implemented by Nexant, Inc. ("Program Implementer"). In consideration of participation in the Program, and for other good and valuable consideration, the receipt, adequacy, and legal sufficiency of which are hereby acknowledged, the Program Implementer and Customer hereby agree as follows:

- A. The submission of the Application and this Agreement does not guarantee receipt of an energy audit. Program participants will be selected based on current energy consumption and viability of making improvements or installing recommended energy efficiency measures.
- B. Customer has received and reviewed the Commercial Energy Audit Program Manual and shall be bound by the terms and conditions contained therein.
- C. Energy audits associated with the Application and this Agreement are only for the Customer site(s) that receive service from Oncor, as evidenced by an Electric Service Identifier (ESI ID) number, and that Oncor may decline energy audits committed to the Customer if the audit site is proven to not receive service from Oncor.
- D. While Oncor is making available energy audits to the Customer, Oncor is not supervising the work performed by the Program Implementer or the service provider and Oncor is not responsible in any way for proper completion of that work or proper performance. Oncor is simply providing energy audits to assist Customer with identifying areas of potential energy efficiency savings and/or energy generation measures. Oncor and Implementer do not guarantee any results by its approval of the Application and Agreement, conducting the audit, or by any other of its actions.
- E. Oncor may include a description of the audit, including the Customer's name, organization name, or company name (if applicable), services provided, audit cost, and energy savings and/or generation, in reports, studies, and other documentation required by Oncor, the Public Utility Commission of Texas, and Texas Legislature. Oncor will treat all other information gathered in evaluations as confidential and report it only in the aggregate.
- F. In the event of a dispute between the Customer and the Program Implementer and/or service provider, the Customer may file a complaint with the Public Utility Commission of Texas concerning the Program Implementer and/or service provider, and that Oncor will play no such role in resolving such dispute.
- G. Customer shall provide Oncor and the Program Implementer and/or service provider with access to and/or copies of the Customer's utility bills and other information and records as reasonably requested by Program Implementer and/or service provider.
- H. Customer shall provide the Program Implementer or service provider selected by Oncor or the Public Utility Commission of Texas, upon three (3) days' prior verbal notice, with full and complete access to the Customer audit site for any purpose related to, or arising from, the Program.
- I. Customer shall not use the Oncor or Take A Load Off, Texas trademarks without written approval by Oncor.
- J. Customer shall not communicate with the media about the audit without written authorization and coordination with Program Implementer and Oncor.
- K. Customer agrees to let the Program Implementer and/or service provider create a Portfolio Manager account for the facility on the webpage (http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanage) and enter the energy and power demand data from the electric bills provided with the application for benchmarking purposes.

- L. THAT ANY REVIEW, INSPECTION, OR ACCEPTANCE BY ONCOR AND PROGRAM IMPLEMENTER OF THE AUDIT SITE, AUDIT, OR THE DESIGN, CONSTRUCTION, INSTALLATION, OPERATION, OR MAINTENANCE OF ANY MEASURES IS SOLELY FOR THE INFORMATION OF ONCOR AND THAT, IN PERFORMING ANY SUCH AUDIT, ONCOR AND PROGRAM IMPLEMENTER MAKE NO REPRESENTATION OR WARRANTY WHATSOEVER, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION WARRANTY OR MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AS TO THE ECONOMIC OR TECHNICAL FEASIBILITY, CAPABILITY, SAFETY OR RELIABILITY OF THE AUDIT OR ANY ENERGY EFFICIENCY MEASURES RECOMMENDED THEREIN.
- M. THAT CUSTOMER AGREES TO INDEMNIFY ONCOR, PROGRAM IMPLEMENTER AND THEIR AGENTS, AND EMPLOYEES AGAINST ALL LOSSES, EXPENSES, DAMAGES, ATTORNEYS' FEES, JUDGEMENTS, COSTS, AND LEGAL LIABILITY (COLLECTIVELY REFERRED TO HEREIN AS "CLAIMS") RELATED TO: 1) INJURY OR DEATH OF PERSONS; 2) DAMAGE TO PROPERTY OR NATURAL RESOURCES; 3) VIOLATION OF ANY LOCAL, STATE, OR FEDERAL LAW OR REGULATION INCLUDING, BUT NOT LIMITED TO, ENVIRONMENTAL AND HEALTH AND SAFETY LAWS OR REGULATIONS; 4) STRICT LIABILITY IMPOSED BY ANY LAW OR REGULATION; REGARDLESS OF ANY STRICT LIABILITY OR NEGLIGENCE OF ONCOR OR PROGRAM IMPLEMENTER, WHETHER ACTIVE OR PASSIVE, EXCEPTING ONLY SUCH CLAIMS AS MAY BE CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF ONCOR OR PROGRAM IMPLEMENTER AND THAT RESULT FROM ONCOR'S ACCEPTANCE OF CUSTOMER'S FACILITY OR PARTICIPATION IN THE COMMERCIAL AUDIT PROGRAM.
- N. Neither party may assign this Agreement without the prior written consent of the other party, which consent may be withheld for any or no reason, except that either party may assign its rights and obligations in connection with a sale of substantially all its assets or pursuant to a merger.
- O. Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented or delayed by any cause, existing or future, which is beyond the reasonable control of the affected party.
- P. With prior written notification, Program Implementer may terminate this Agreement if Oncor terminates its Agreement with Program Implementer. In the event of such termination, the parties agree to waive any claim for damages, including loss of anticipated profit, resulting from termination of the Agreement.
- Q. Notwithstanding any other provision of this Agreement, neither party shall be liable to the other party, either directly or through the Indemnity provision of this Agreement, for special, incidental or consequential damages (even if advised of the possibility of such damages), including without limitation loss of use or loss of profits.
- R. Customer acknowledges that Program Implementer and service provider are independent contractors with respect to Oncor, and that Program Implementer and service provider are not authorized to make representations or incur obligations on behalf of Oncor.
- S. The Program Implementer and the Customer shall reasonably cooperate to ensure the services provided hereunder are completed in a timely and cost-effective manner.

- T. This Agreement constitutes the entire agreement between the parties hereto and no changes, alterations, or modifications hereof shall be effective unless made in writing and signed by duly authorized representatives of both parties to this Agreement,

This Participation Agreement shall be governed by and construed in accordance with the laws of the State of Texas. The parties agree that the proper venue and jurisdiction for any cause of action relating to this Participation Agreement will be Dallas County, Texas, unless such cause of action is within the jurisdiction of the Public Utility Commission of Texas ("PUCT"), in which case proper venue and jurisdiction will be at the PUCT.

Acceptance:

Name:

Title:

Organization

Date:

Signature:

ENERGY STAR Portfolio Manager Data Collection Worksheet



This worksheet was designed to help building owners and managers collect data to benchmark buildings using EPA ENERGY STAR's Portfolio Manager. The information in this worksheet will be used to establish your building's profile in Portfolio Manager, which is critical to calculate benchmarks of key metrics such as energy intensity and costs, water use, and carbon emissions. **All building types can be entered into Portfolio Manager and receive energy and water benchmarks, as well as a comparison of performance against a national average for buildings of a similar type.**

Some buildings will also receive an ENERGY STAR rating. The ENERGY STAR rating is a benchmark that indicates how efficiently buildings use energy on a 1-100 scale. A rating of 50 indicates that energy performance is average compared to similar buildings, while a rating of 75 or better indicates top performance, and means your building may be eligible to earn the ENERGY STAR label. To receive an ENERGY STAR rating, the gross floor area of the building must be comprised of 50% or more of one of the following space types: bank/financial institution, courthouse, hospital (acute care and children's), hotel, house of worship, K-12 school, medical office, office, residence hall/dormitory, retail store, supermarket, warehouse (refrigerated and non-refrigerated), and wastewater treatment plan.

Use this worksheet to collect the data for all space types applicable to your facility.

Required Data for ENERGY STAR Benchmarking

- Portfolio Manager username and password.
- The building street address, year built, and contact information.
- The building gross floor area and key operating characteristics for each major space type. Use this worksheet to collect this information before logging in to Portfolio Manager.
- 12 consecutive months of utility bills for all fuel types used in the building. If you don't have this information readily available, contact your utility provider(s) as most will be able to easily supply this historical information.

General Building Information

Facility name _____ Year built _____

Building address _____

City _____ State _____ ZIP _____

Space Use Attributes

Before compiling the information noted in the boxes below, review the following important information:

- Specific definitions and instructions for each of the data fields listed in the boxes below can be viewed by navigating to the [Portfolio Manager Help](#), selecting "Space Type Definitions," choosing the appropriate building type, and selecting "Space Use Information."
- Some buildings may contain multiple space types within a single building (e.g. office, computer data center, and parking OR K-12 school and swimming pool). Complete the fields below for each applicable major space types within the building.
- For buildings with multiple tenants with the same space type, these spaces should be entered separately only when the number of weekly operating hours among tenants differs by more than 10 hours. For example, in a 100,000 square foot (SF) office building where 75,000 SF operates 60 hours a week and 25,000 SF operates 80 hours a week, please list as two separate spaces – one 75,000 SF space and one 25,000 SF space. As this is most common in office buildings, multiple office space fields are provided below to capture data for multiple tenants if necessary.
- Default values supplied by Portfolio Manager can be used for all space use characteristics with the exception of gross floor area. Using default values will result in an approximate energy performance rating which can be a beneficial metric for estimating energy performance. If defaults are used for an initial rating, it is recommended that actual data be added later to more accurately measure a facility's energy performance. Facilities using default values are not eligible to apply for the ENERGY STAR label. Leave any of the requested information below blank (except gross floor area) to use a default value for the field.

<p>General Office 1: Required: _____ Gross floor area (SF) _____ Weekly operating hours _____ # of workers on main shift _____ # of personal computers _____ Percent of floor area that is air conditioned (>=50%, <50%, or none) _____ Percent of floor area that is heated (>=50%, <50%, or none)</p>	<p>Medical Office: Required: _____ Gross floor area (SF) _____ # of workers on main shift _____ Weekly operating hours _____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.) _____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p>
<p>General Office 2: Required: _____ Gross floor area (SF) _____ Weekly operating hours _____ # of workers on main shift _____ # of personal computers _____ Percent of floor area that is air conditioned (>=50%, <50%, or none) _____ Percent of floor area that is heated (>=50%, <50%, or none)</p>	<p>Hospital (acute care and children's): Required: _____ Gross floor area (>20,000 SF) _____ # of licensed beds _____ Maximum # of floors _____ Tertiary care facility – yes or no</p> <p>Optional: _____ Laboratory on-site – yes or no _____ Laundry facilities on site – yes or no _____ Number of Buildings _____ Ownership Status (drop down of options)</p>
<p>General Office 3: Required: _____ Gross floor area (SF) _____ Weekly operating hours _____ # of workers on main shift _____ # of personal computers _____ Percent of floor area that is air conditioned (>=50%, <50%, or none) _____ Percent of floor area that is heated (>=50%, <50%, or none)</p>	<p>Bank/Financial Institution: Required: _____ Gross floor area (SF) _____ Weekly operating hours _____ # of workers on main shift _____ # of personal computers _____ Percent of floor area that is air conditioned (>=50%, <50%, or none) _____ Percent of floor area that is heated (>=50%, <50%, or none)</p>

<p><u>Courthouse:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ Percent of floor area that is air conditioned (>=50%, <50%, or none)</p> <p>_____ Percent of floor area that is heated (>=50%, <50%, or none)</p>	<p><u>K-12 School:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ # of personal computers</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ High school - yes or no</p> <p>_____ Open weekends – yes or no</p> <p>_____ On-site cooking – yes or no</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>Optional:</p> <p>_____ Months of use</p> <p>_____ School District</p>
<p><u>Supermarket /Grocery Stores:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ Workers on main shift</p> <p>_____ On-site cooking – yes or no</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>Optional:</p> <p>_____ # of open or closed refrigeration/freezer cases</p> <p>_____ # of registers and/or personal computers</p>	<p><u>Hotel:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ # of rooms</p> <p>_____ # of workers on main shift</p> <p>_____ # of commercial refrigeration/freezer units</p> <p>_____ On-site cooking – yes or no</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>Optional:</p> <p>_____ Hours per day the guests are on-site</p> <p>_____ Number of guest meals served</p> <p>_____ Square footage of full-service spas</p> <p>_____ Square footage of gym/fitness center</p> <p>_____ Annual quantity of laundry processed on-site</p> <p>_____ Laundry processed at site (drop down of options)</p> <p>_____ Average Occupancy (%)</p>

<p><u>Residence Hall/Dormitory :</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ # of rooms</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>Optional:</p> <p>_____ Computer lab on-site – yes or no</p> <p>_____ Dining Hall on-site– yes or no</p>	<p><u>Retail Store:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of personal computers</p> <p>_____ # of cash registers</p> <p>_____ # of walk-in refrigeration/freezer units</p> <p>_____ # of open & closed refrigeration/freezer cases</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Exterior entrance to the public – yes or no</p>
<p><u>House of Worship</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Maximum seating capacity</p> <p>_____ Weekdays of operation</p> <p>_____ Hours of operation per week</p> <p>_____ # of personal computers</p> <p>_____ Presence of cooking facilities - yes or no</p> <p>_____ # of commercial refrigeration/freezer units</p>	<p><u>Computer Data Center:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF) (must be less than or equal to 10% of gross building floor area in order for the building to be eligible for a rating)</p> <p>_____ Weekly operating hours</p>
<p><u>Wastewater Treatment Plant :</u></p> <p>Required:</p> <p>_____ Average influent flow (mgd)</p> <p>_____ Average influent biological oxygen demand (BOD₅)</p> <p>_____ Average effluent biological oxygen demand (BOD₅)</p> <p>_____ Plant design flow rate (mgd)</p> <p>_____ Presence of fixed film trickle filtration process – yes or no</p> <p>_____ Presence of nutrient removal process – yes or no</p>	<p><u>Parking:</u></p> <p>Required:</p> <p>_____ Gross floor area that is enclosed (SF)</p> <p>_____ Gross floor area that is not enclosed with a roof (SF)</p> <p>_____ Gross floor area that is open (SF)</p> <p>_____ Weekly hours of access</p>

<p><u>Warehouse (refrigerated and non-refrigerated):</u></p> <p>Warehouse (Unrefrigerated):</p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p> <p>_____ # of walk-in refrigerators/freezer units</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>Optional:</p> <p>_____ Distribution Center – yes or no</p> <p>Warehouse (Refrigerated):</p> <p>_____ Gross floor area</p> <p>_____ Weekly operating hours</p> <p>_____ # of workers on main shift</p>	<p><u>Swimming Pool:</u></p> <p>Required:</p> <p>_____ Swimming pool size, choose from:</p> <p>Olympic (50 meters x 25 meters)</p> <p>Recreational (20 yards x 15 yards)</p> <p>Short Course (25 yards x 20 yards)</p> <p>_____ Indoor or outdoor</p> <p>Optional:</p> <p>_____ Months of use</p>
<p><u>Multifamily Housing:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF)</p> <p>Optional:</p> <p>_____ Number of units</p> <p>_____ Number of bedrooms</p> <p>_____ Number of floors</p> <p>_____ Percent of square footage devoted to individual units</p> <p>_____ Number of laundry hookups in each unit</p> <p>_____ Number of laundry hookups in common area</p> <p>_____ Number of dishwashers in each unit</p> <p>_____ Percent of floor area that is cooled in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Percent of floor area that is heated in 10% increments (10%, 20%, 30%, etc.)</p> <p>_____ Affordable or market rate</p>	<p><u>Other:</u></p> <p>Required:</p> <p>_____ Gross floor area (SF) (must be less than 10% of gross building floor area in order for the building to be eligible for a rating)</p> <p>Optional:</p> <p>_____ # of personal computers</p> <p>_____ Weekly operating hours</p> <p>_____ # workers on main shift</p>