



# ENERGY AUDIT APPLICATION

*The DP&L Energy Audit Program provides funds to subsidize the cost of an energy audit and encourage the implementation of the recommendations in the energy audit report.*

To participate in the Program, complete the following steps:

1. Submit this Application and a Facility Data Form for each facility that will be audited. DP&L will then provide its decision regarding approval of the program application.
2. Select the energy audit vendor. We recommend obtaining at least 3 quotes
3. Submit the Firm Selection Form and the winning proposal to DP&L for approval.
4. Upon DP&L approval of the selected firm and its audit proposal, proceed with the audit.

## CONTACT INFORMATION

*Please complete the information below for the primary contact for this program.*

<b>Primary Contact Name</b>		<b>Title</b>	
<b>Applying Entity</b>			
<b>Street</b>			
<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Tax Identification Number</b>		<b>County</b>	
<b>Email</b>	<b>Phone</b>	<b>Fax</b>	

## DISCLAIMER

Acceptance into the Program is dependent on DP&L approval of the Scope of Work and cost proposal. Acceptance into the Program does not guarantee approval of the energy audit report. The Applicant must meet all Program rules to receive incentive funds from the Program. Dayton Power & Light is not responsible for work performed by third parties.



## SCOPE OF WORK REQUIREMENTS

### Targeted ASHRAE Level I Audit:

The audit shall encompass the entire ASHRAE Level I audit scope, and additionally includes an analysis of how to integrate DP&L's rebate programs into the project implementation plans.

A DP&L Targeted ASHRAE Level I audit includes the following:

1. Generate a facility overview summarizing the general condition of the building systems and building envelope components relative to energy efficiency.
2. Classify the primary use of the building and determine the building's gross conditioned square footage.
3. Benchmark the facility by comparing its Energy Use Intensity (EUI) with buildings having similar characteristics. Generate a utility data analysis including historical graphs/trends and discuss data outliers along with areas for potential improvement. DP&L strongly recommends ENERGY STAR® Portfolio Manager Energy benchmarking system. Report the resulting score for each building.
4. Compare the Energy Utilization Index (EUI) and the cost index with facilities having similar characteristics.
5. Derive target energy, demand and cost indices for a facility with the same characteristics as audited facility.
6. Compare the energy and cost savings for each fuel type if the facility were to reach the target EUI.
7. Perform a walk-through survey of the facility to become familiar with its construction, equipment, operation and maintenance.
8. Generate an approximate breakdown of energy use by significant end-use categories, including weather and non-weather related uses.
9. Meet with the owner/operator and occupants to learn of special problems or needs of the facility. Determine if any maintenance problems and/or practices may affect efficiency.
10. Identify low-cost/no-cost changes to the facility or to operating and maintenance procedures, and determine the savings that will result from these changes.
11. Identify potential Energy Conservation Measures (ECMs) for further study, and provide an initial estimate of potential costs and savings, *including identification of all applicable DP&L Rebates and the estimated value of those incentives*. In addition, provide the following for each recommended ECM:
  - Description of energy efficiency measure
  - Estimated installation labor, material and total cost; along with source of cost estimate
  - Estimated energy savings (kW, kWh, therms, etc.)
  - Estimated annual and lifetime energy cost savings (including any assumptions regarding future energy costs, life of measure, etc.)
  - Estimate of any rebates or financial incentives available through Dayton Power & Light's Business Rebate Programs or from other sources (e.g., manufacturer rebates). Efficiency levels should be specified to meet DP&L rebate eligibility requirements (i.e. SEER/EER ratings for HVAC and ballast factor/CEE certification for lighting)
  - Estimated annual operating cost savings
  - Simple payback



## PROGRAM TERMS AND CONDITIONS

Applicant makes this application to DP&L’s Energy Audit Program, seeking a reimbursement incentive for completing an energy audit report. Payment of the incentive by DP&L will be made according to the following terms and conditions:

1. Eligible facilities must receive electric distribution service from DP&L.
2. Customer must complete, submit and receive DP&L approval for all of the following, prior to commencing with the audit process:
  - a. Application Form
  - b. Facility Data Form
  - c. Request for Proposal
  - d. Firm Selection Form

An audit will not be eligible for rebate if the Customer proceeds with the audit prior to DP&L’s approval.

3. Rebates will be based on the final cost of the audit, and will be capped as follows:

Customer Usage (kWh)	Max Audit Cost*	Not to exceed \$/sq ft
Up to 500,000	\$1,750	-
500,001 - 2,000,000	\$3,750	\$.10
2,000,001 and greater	\$5,000	\$.07

\*Max audit cost will be net of any outside funding received and in no case will the DP&L reimbursement exceed the customer’s final out-of-pocket costs.

### Reimbursement:

- 50% of the audit cost, at receipt of the Energy Audit Report by DP&L, and
  - 50% of the audit cost upon Customer installation of recommended measures:
    - Exceeding the cost of the audit, and
    - Purchased within one year of audit application date.
4. Audits must be delivered by a Registered Professional Engineer (PE) or Certified Energy Manager (CEM).
  5. Funds are awarded on a first-come, first-serve and case-by-case basis, until program funds are exhausted. DP&L reserves the right to withhold funds until all Program requirements are met. The reservation of funds does not guarantee payment. If the energy audit is not performed within 6 months of the application approval, DP&L reserves the right to discontinue the reservation of all incentive funds for the project. Extensions may be granted on a case-by-case basis.
  6. A commercial, industrial or government entity may have up to three (3) facilities audited in a calendar year. Any given facility may only receive a subsidized audit once every five (5) years. Federal- and state-owned facilities along with residential buildings are not eligible for subsidized energy audits.
  7. Audit work related to the feasibility or study of alternative generation, including renewable generation, is not eligible for program incentives.
  8. Rebates may be subject to federal and/or state income tax reporting. DP&L is not responsible for any taxes that may be incurred.
  9. The parties recognize that DP&L does not guarantee energy savings and does not make any warranties associated with the Audit. Furthermore, only the Customer can judge the overall feasibility and benefit to its business of the Audit and identified energy projects.
  10. DP&L respects the privacy of its customers, but cannot guarantee the confidentiality of information provided to it.
  11. Customers in arrears on their DP&L billings at the time that the rebate payment is scheduled to take place will not be eligible for a cash payment. These rebates instead will be distributed to the



Customer as a credit to their DP&L account. Customers will be notified of this situation prior to receiving payment.

Checking here indicates Customer has read, understands, and agrees to these Terms and Conditions.

**APPLICANT AUTHORIZATION**

*This application must be signed by an authorized representative of the business customer applying to participate in the DP&L Energy Audit Program.*

<i>I have read the Program Guidelines and understand the Program rules and procedures. I understand and agree that DP&amp;L is not responsible for work performed by a third party.</i>
<b>Applicant Representative Signature</b>
<b>Applicant Representative Printed Name</b>
<b>Applicant Representative Title</b>
<b>Date Submitted</b>

Please mail, fax or email your completed application to:

**Dayton Power & Light  
Energy Efficiency Programs  
1900 Dryden Road  
Dayton, Ohio 45439  
Fax: 937-331-4088**

**Email: [energyefficiency@dplinc.com](mailto:energyefficiency@dplinc.com)**

For further questions, please call 937-331-4769 or visit our website at [www.dpandl.com/save](http://www.dpandl.com/save)

**STAFF USE ONLY**

Date Received: _____	Project No.: _____
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