



ELIGIBILITY GUIDELINES FOR IDEAL PARTICIPANTS

Program pre-approval is required prior to the start of any energy consumption analysis. Projects can be whole building or by system if determined cost-effective by Hawai'i Energy. Eligible program participants must:

- Own or operate a high energy usage facility that has at least 50,000 square feet of conditioned space or that consumes at least 1,000,000 kWh/year.
- Receive electric service from Hawaiian Electric Companies.
- For retro-commissioning, building has been in service for at least 2 years and has never been commissioned before. For re-commissioning, it has been at least 5 years since the last commissioning activity.
- Grant Hawai'i Energy access to the facility itself for on-going program assessment, monitoring and measurement purposes.
- Perform at least two weeks of metering of all major building systems prior to the implementation of any Energy Conservation Measures (ECMs) and at least two weeks of post metering. The cost of "pre" and "post" metering may be included in the total project cost by the commissioning agent. The metering plan shall be included in the proposal.
- Be willing to invest facility management time, typically between 8-16 hours, to support multiple site visits and data requests from the RCx consultant.
- Be willing to invest in equipment upgrades. **The intention of this offer is that all ECMs identified with simple payback less than two (2) years be implemented within 24 months of RCx completion. Implemented is defined as proof of equipment installed and operating, and/or operational changes executed.** Any implemented ECMs are eligible for Hawai'i Energy's prescriptive and custom incentives.

ELIGIBILITY GUIDELINES FOR RE|RETRO-COMMISSIONING CONTRACTOR

- Review the qualifications and certifications held by contractor to perform the Re|Retro-Commissioning project.
- Participant may choose to request the proposed contractor provide evidence of having completed similar commissioning projects for two or more buildings of at least 50,000 square feet of conditioned space each. Participant may also choose to request the proposed contractor submit at least two verifiable and satisfactory references from customers or clients who hired the contractor to complete similar projects.
- All retro-commissioning work performed (to include, but not limited to, documentation and reporting) must follow guidelines recommended by an approved commissioning organization. The commissioning specialist must indicate in their report the organization's guidelines which were followed for the retro-commissioning process.
- The replacement cost for major end use items may be included in the total project cost from the commissioning agent. Cost of routine maintenance activities identified by the commissioning agent shall not be included in the total project.

PROJECT REQUIREMENTS

Hawai'i Energy reserves the right to review all materials that result from a program-supported re-commissioning or retro-commissioning study including, but not limited to, final reports, consultant recommendations and metered data.

Within three (3) months of receiving the audit report, the applicant will meet with an energy advisor from Hawai'i Energy to review next steps and available resources such as incentives to implement the measures found.



Hawai'i Energy incentivizes the actions of building owners to evaluate the effectiveness and efficiency of current building systems to optimize performance. These actions will be documented in a Commissioning Report that should include the following:

- Executive summary of all activities included in the commissioning process.
- Introduction section, including names and contact information for the Building Owner, Building Manager, RCx Trade Ally.
- Detailed building and energy systems description, including estimates of the equipment usage profiles.
- Detailed operational scheduling of the major systems.
- Detailed report of all optimization measures identified
- Cost estimate, energy savings estimate and simple payback for all recommended operational actions, sequencing, and equipment enhancements.
- Pre- and post-data logging.
- Functional testing of the EMS, if equipped.
- Detailed operations and maintenance review.
- Documentation of O&M refresher training for facility staff.
- Assessment of existing equipment over-sizing and recommendations for right-sizing when HVAC equipment needs replacement, including, but not limited to recommended capital items.
- Suggested actions

Any variation from these lists will require pre-approval from Hawai'i Energy.

INCENTIVE AMOUNT

- Incentives are 20¢ per sq. ft. of the commissioned facility up to \$30,000, but capped at 50% of the Re|Retro-commissioning cost.
- **Project Implementation:** An additional incentive of 8¢ per kWh saved in the first year will be applied for ECM projects identified in RCx report and implemented within 12 months of commissioning report completion, based on availability of funds. Implemented is defined as proof of equipment installed and operating, and/or operational changes executed.

APPLICATION PROCESS

- Applicants must complete an incentive Application and submit all supporting documents such as layouts, drawings, technical attachments, and/or vendor literature. A completed and signed application is needed to obtain program pre-approval. **Program pre-approval is required prior to the start of any energy consumption analysis.**

Mail, fax or email application & supporting documentation to:

Hawai'i Energy
45 N. King St., Ste. 500
Honolulu, HI 96817

Fax: (808) 521-1446

Email completed application and all supporting documentation to the appropriate Energy Advisor shown at www.hawaiienergy.com/about/our-team. If unsure, please email to HawaiiEnergy@leidos.com.

- The program will review the completed application and contact the applicant if further information or clarification is required. Upon pre-approval, the applicant will receive a written pre-approval notice from the program and work may then begin.

QUESTIONS

Call the Business Program at 808-839-8880 (O'ahu) or toll-free at (877) 231-8222 (Neighbor Islands).