



### CUSTOMER ELIGIBILITY

**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 12 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 such as ACG, AEE, ASHRAE, BCCB and NEBB. 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.



## 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 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.
- Explicitly include & document a process to ensure ongoing communication among all stakeholders throughout the RCx process. This might be a regular meeting schedule or specific milestones at which updates should be shared. Examples of Stakeholders: Front line building operators, maintenance, & engineering staff; Third party HVAC & other critical systems' service providers; Property manager; Asset manager; etc.
- Detailed building and energy systems description, including estimates of the equipment usage profiles.
- Detailed operational/occupancy schedules 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 BMS/BAS/EMS, if equipped.
- Detailed operations and maintenance review.
- Documentation of O&M refresher training for facility staff.
- Assessment of overall building load, existing equipment over-sizing, and recommendations for right-sizing when HVAC equipment is due for replacement, including, but not limited to recommended capital items.
- Suggested actions.

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

## INCENTIVES

Milestone	Required Documentation	Incentive
Re retro-commissioning is completed	<ul style="list-style-type: none"> <li>• Commissioning report</li> <li>• Copy of invoice for the re retro-commissioning work</li> <li>• Applicant's IRS Form W-9</li> </ul>	20 cents per sq. ft. of the commissioned facility up to \$30,000 or 50% of the re retro-commissioning cost, whichever is less
<b>Meet with Hawai'i Energy</b> within 3 months of receiving te report to discuss findings and opportunities	--	--
Energy Conservation Measures (ECMs) identified in the report are installed and operational within 12 months of report completion	<ul style="list-style-type: none"> <li>• Pre-approval from Hawai'i Energy for the additional incentive</li> <li>• Completed Commercial Incentive Application</li> <li>• Contact Hawai'i Energy for additional requirements specific to the ECMs</li> </ul>	8 cents per kWh saved in the first year, pending availability of funds



## APPLICATION PROCESS

1. **Apply for pre-approval prior to starting the re|retro-commissioning process, as pre-approval is required to receive an incentive.**
  - a. Submit the following documents and information to Hawai'i Energy:
    - i. Completed Commercial Incentive Application
    - ii. Square footage of the facility
    - iii. Re|retro-commissioning scope of work, layouts, drawings, and other technical attachments
    - iv. Re|retro-commissioning quote – Hawai'i Energy recommends collecting at least three quotes
  - b. Send the pre-approval request and attachments through one of the following:
    - i. Mail to Hawai'i Energy, 45 N. King St., Suite 500, Honolulu, HI 96817
    - ii. Fax to (808) 521-1446
    - iii. Email to the appropriate Energy Advisor or [HawaiiEnergy@Leidos.com](mailto:HawaiiEnergy@Leidos.com)
  - c. 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.
2. Work with your contractor to complete the re|retro-commissioning process.
3. Once re|retro-commissioning is complete, work with your contractor to submit the commissioning report and other required documentation defined in the table above for review. Upon Hawai'i Energy review, the incentive for the milestone will be processed.
4. Schedule a meeting with an Energy Advisor from Hawai'i Energy to discuss Energy Conservation Measures (ECMs) identified by the report and associated incentives.
5. Apply for incentives to implement ECMs within 12 months of completing re|retro-commissioning to receive additional incentives.

## QUESTIONS

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