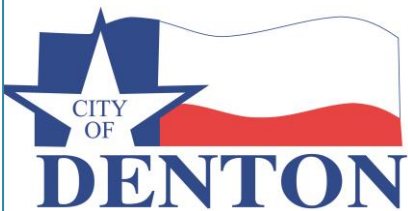


A green graphic of a leaf with a stem and veins, positioned to the left of the text.

**Green Sense**  
Incentive Program

# Manual



# GreenSense Incentive Program Manual

## **Program Introduction**

The objective of the GreenSense Incentive Program is to reduce energy demand and consumption by promoting energy conservation, thereby reducing the utility bills of City customers, reducing the peak load of the City's electric system, reducing emissions in the state, and promoting energy conservation. The Program offers incentives, in the form of credits on the electric service bills of the City's electric retail customers. Cash incentives may be paid to retail customers for the installation of photovoltaic applications.

In light of additional costs associated with the GreenSense Incentive Program ("Program") and to mitigate potential risk to ratepayers, any participant in the Program must be, at the time this program is applied for and continuing while such program is in effect, a customer in good standing of all Denton Municipal Utilities, including Solid Waste services. Unless legal review procedures have been invoked in good faith regarding the obligation, a customer in good standing for the purpose of this Rider is defined as a customer not owing any unpaid utility or solid waste debt obligation that is over forty-five (45) days past due to the City of Denton, Texas during the previous 12 months.

Program applicants will be able to qualify for multiple incentives simultaneously, unless specified in the individual incentive guidelines. A separate application may be necessary for each incentive. The Program will be in effect each fiscal year beginning on October 1, until the allotted funding is depleted or until cancellation of the program by the City. At the time the funds are depleted, no additional applications for participation will be accepted until the next fiscal year.

Qualifying applicants must receive electric service from the City. The Program guidelines and payments are subject to change by the City without prior notice. The City may, at any time, discontinue the Program without prior notice. The current program guidelines may be found in the GreenSense Incentive Program Manual located at [www.cityofdenton.com](http://www.cityofdenton.com).

## **Application for Payment**

In order for energy efficient upgrades to qualify under the Program Guidelines, an Application for Payment form must be completed and submitted within thirty (30) days of installation of the energy efficient upgrades. For the overall effects of the energy efficiency upgrades to be measurable and verifiable through the deemed standards approved by the Public Utility Commission of Texas (PUCT), the complete information must be recorded for each installation. Applications for Payment, which must be accompanied by a copy of the invoice detailing work completed and efficiency measures installed as well as any technical data on the installed energy efficient upgrade, must be complete and submitted to the Conservation Program Coordinator.

## **Payment**

Some energy efficiency upgrades must be permitted and shall be inspected and approved by the City's Building Inspection division, before rebates will be processed. Incentives shall be in the form of a rebate credit to the electric utility accounts of City customers that purchase the qualifying energy efficiency upgrades. After submitting a Request for Payment, customers can expect to receive the rebate credit in 4 to 10 weeks. Incomplete or erroneous information can cause delays in payment.

## Table of Contents

Energy Efficiency Rebates .....	4
<i>Heating Ventilation Air Conditioning System (HVAC)</i> .....	5
<i>Smart Thermostat</i> .....	5
<i>Attic Reflective Radiant Barrier</i> .....	5
<i>Attic Insulation</i> .....	6
<i>Air Duct</i> .....	6
<i>Solar Screens</i> .....	6
<i>Windows</i> .....	7
<i>Solar Water Heater</i> .....	7
<i>Electric Vehicle</i> .....	7
<i>Weatherization Supplies</i> .....	8
Multifamily Incentive.....	8
Energy Efficiency Application .....	9
Electric Vehicle Application .....	10
Solar Photovoltaic Incentive.....	11
Standard Offer Incentive .....	13
Engineering Audit.....	16
ERCOT Emergency Response Service.....	20

## Energy Efficiency Rebates

### Installers

The installer that installs the prescribed and approved energy efficient upgrades must be registered with the City at the time of the installation. To become a registered Program installer, submit a GreenSense Rebate Installer Form to the Conservation Program Coordinator. Do-It-Yourself installs by property owners qualify for energy efficiency rebates.

The City does not endorse any product, service, individual or company. Selection of a registered installer/contractor to perform work is the sole decision of the program participant. Any list of registered installers/contractors represents those companies who have registered themselves with the City. There is no work guarantee or warranty, expressed or implied, as to the quality, cost or effectiveness of the work performed by the contractor, employees or subcontractors.

### Requirements

- Applicants must be property owner.
- All equipment must be new when purchased. No leased or lease to purchase equipment.
- No rebate will be paid on a partial installation.
- All installations must be for accounts served by the City's electric utility.
- All installations must meet all applicable national, local, and manufacturers' codes and specifications.
- An itemized and dated invoice from the contractor or retailer along with application.
- All application submissions are subject to lawful verification of identification and entitlement to the Program credit by the City.
- A pre and/or post inspection might be required.
  
- Requests for payment must be received by Conservation Program Coordinator within thirty (30) days of installation.

---

<u>For more information contact:</u>	Conservation Program Coordinator
<b>Office Number</b>	(940) 349 – 7733
<b>Email Address</b>	Rebates@CityofDenton.com
<b>Mailing Address</b>	Conservation Program Coordinator 1001 S. Mayhill Road Denton, TX 76208

---

**Note: Individual rebates are limited to funds availability. The City may change Program guidelines, payments, and/or discontinuance without prior notice.**

# GreenSense Incentive Program Manual

## **Heating Ventilation Air Conditioning System (HVAC)**

The City is offering a rebate up to \$400 for the purchase and installation of high-efficiency central air conditioners with gas heat, electric heat pumps, and geothermal heat pumps for existing residential and commercial facilities. No new construction applications will be accepted.

Rebate Amounts:	1.0 to 2.5 Ton Units	\$200
	3.0 to 5.0 Ton Units	\$400

### **HVAC Requirements**

- Equipment must have a minimum of 16 SEER rating
  - Both condensing unit and evaporator coil must be replaced
  - Installations must be made by a licensed contractor
  - Installation must be permitted, inspected and approved by the City of Denton’s Building Inspections Department
  - All applications must meet requirements on Page 4 of this manual
- 

## **Smart Thermostat**

The City is offering a rebate of 50 percent of invoice, not to exceed \$50.00 for the installation of a smart thermostat. No new construction applications will be accepted.

### **Smart Thermostat Requirements**

- Thermostat must offer internet connectivity for remote management
  - All applications must meet requirements on Page 4 of this manual
- 

## **Attic Reflective Radiant Barrier**

The City is offering a rebate 20 percent of invoice, not to exceed \$300.00 per structure for the installation of 80 percent or more reflective radiant barrier in accessible attic space on existing structures. No new construction applications will be accepted.

### **Radiant Barrier Requirements**

- Installations must be on rafters or under decking
- Reflectivity and square footage must be included on invoice and application
- All applications must meet requirements on Page 4 of this manual

---

# GreenSense Incentive Program Manual

## **Attic Insulation**

The City is offering a rebate of 50 percent of invoice, not to exceed \$400.00 for the installation of attic insulation of at least R-49. No new construction application will be accepted.

### **Attic Insulation Requirements**

- Insulation must be installed between conditioned and unconditioned areas
- Garages and other non-conditioned areas do not qualify
- The current insulation level of each home must be determined and documented
- Square footage of installation area must be included on invoice and application.
- All applications must meet requirements on Page 4 of this manual

---

## **Air Duct**

The City is offering a rebate of 30 percent of invoice, not to exceed \$200.00 for the replacement or repair of an air duct systems located in unconditioned space. No new construction applications will be accepted.

### **Air Duct Requirements**

- Materials used should be long-lasting materials (mastics, foil tape, aerosol-based sealants)
- The current air loss level of each system shall be determined and documented by the installer
- Materials used shall be documented on invoice (i.e. insulation, mastics, aerosol, etc.)
- Invoice must specify whether home has slab or crawlspace and number of stories
- All applications must meet requirements on Page 4 of this manual

---

## **Solar Screens**

The City is offering a rebate of 30 percent of invoice, not to exceed \$200.00 per structure for the installation of solar screens on windows in conditioned space.

### **Solar Screens Requirements**

- Solar screens must block at least 90 percent of solar heat gain.
- Structures will only qualify for this rebate once per 12-month period.
- Reflectivity and square footage must be included on invoice and application.
- All applications must meet requirements on Page 4 of this manual

# GreenSense Incentive Program Manual

## **Windows**

The City is offering a rebate of 30 percent of invoice, not to exceed \$500.00 per structure for the installation of energy efficient windows in conditioned space.

### **Windows Requirements**

- Windows must have a U-Factor of 0.29 or less AND a Solar Heat Gain Coefficient (SHGC) of 0.22 or less
  - Structures will only qualify for this rebate once per 12-month period
  - Window sticker and square footage must be included on invoice and application
  - All applications must meet requirements on Page 4 of this manual
- 

## **Solar Water Heater**

The City is offering a rebate of 30 percent of invoice, not to exceed \$300.00 per structure for the installation of a solar water heater.

### **Solar Water Heater Requirements**

- Solar water heater must be sized to accommodate a family of four, at minimum
  - Solar water heater must preheat water for an electric water heater that is permanently installed at the structure
  - Solar water heater must have permanently installed electric backup
  - Structures will only qualify for this rebate once per 12-month period
  - All applications must meet requirements on Page 4 of this manual
- 

## **Electric Vehicle**

The City is offering a rebate of \$300 for the purchase of a Plug-In Electric Vehicle.

### **Electric Vehicle Requirements**

- Plug-in electric vehicles qualify, including plug-in hybrid-electric
  - Separate application (see page 10) to be submitted with:
    - Proof of Purchase
    - Proof of Registration
    - Registration address must be within the City's electric utility service territory and served by the City
-

# GreenSense Incentive Program Manual

## **Weatherization Supplies**

The City is offering a rebate of 50 percent of receipted cost, not to exceed \$50.00 for supplies needed for DIY (do-it-yourself) weatherization projects. No new construction applications will be accepted.

### **Weatherization Supplies Requirements**

- Materials used should be long-lasting and include, but are not limited to caulk, weather stripping, spray foam, attic door insulated cover, and outlet/switch sealers.
- Materials used shall be documented on a receipt or invoice
- All applications must meet requirements on Page 4 of this manual

---

## **Multifamily Incentive**

The City is offering rebates for the purchase and installation of energy efficient upgrades for any existing multifamily complex located on one property. No new construction applications will be accepted.

### **Requirements**

- Applications must be completed and approved PRIOR to installation due to limited funds availability
- All requirements for upgrades listed below are the same as the individual incentives detailed in pages 4 to 7 of this Manual

<b>Upgrade</b>	<b>Incentive</b>	<b>Cap (not to exceed)</b>
Central HVAC	\$200 per 1.0 – 2.5 Ton Unit \$400 per 3.0 – 5.0 Ton Unit	\$2,400
Smart Thermostats	\$10.00 each	\$200
Attic Insulation	\$0.30 per square foot	\$1,200
Air Ducts	30% of total cost	\$600
Solar Screens	\$3.00 per square foot	\$800
Windows	\$2.00 per square foot	\$1,500



# Energy Efficiency Application

This application is only for individual energy efficiency rebates.  
Fill in all fields applicable to your upgrade. Attach copy of invoice / receipt for all items.  
Submit completed application to the address provided below.



## Energy Efficiency Rebate Application

### FOR CITY USE

<b>Applicant Name:</b>		<b>Electric Account Number:</b>		<b>Date Received:</b>
<b>Installation Address:</b>		<b>Zip Code:</b>	<b>Phone Number:</b>	<b>Approved:</b>
If the landlord, please add mailing address here:		Applicant (circle one): <input type="checkbox"/> Resident Homeowner <input type="checkbox"/> Tenant <input type="checkbox"/> Landlord		<b>Deemed Savings kW</b>
<b>Square Footage of Property:</b>		Type of Construction(circle): <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Heat Pump		<b>Deemed Savings kWh</b>
<b>Qualifying Equipment</b>				
<b>HVAC</b>				
<b>Installation Date:</b>	<b>Permit Number:</b>	<b>Type:</b> <input type="checkbox"/> Heat Pump <input type="checkbox"/> Geo Thermal <input type="checkbox"/> AC	<b>AIR DUCT or WEATHERIZATION SUPPLY</b> (circle one)	
	SEER (min SEER 16):		<b>Upgrade Date:</b>	
<b>Tonnage:</b>	<b>AC Serial Number:</b>		<b>Material Type:</b>	
<b>Cost:</b>	<b>Evaporator Coil Serial Number:</b>		<b>Upgrade Type:</b> Replacement    Repair    Cost:	
<b>RADIANT BARRIER</b>				
<b>Installation Date:</b>	<b>Reflective Value: (min 80%):</b>	<b>Square Footage Installed*:</b>	<b>Installation Date:</b>	<b>Beginning R-Value:</b>
<b>Cost:</b>	<b>Type:</b>	<b>Brand:</b>	<b>Cost:</b>	<b>Ending R-Value (min R-49):</b>
<b>SOLAR SCREENS</b>				
<b>Installation Date:</b>	<b>Percent radiation block (min 90%):</b>	<b>New Construction (Y/N)</b>		
<b>Cost:</b>	<b>Type:</b>	<b>Square Footage Installed*:</b>	<b>Installation Date:</b>	<b>E-mail address:</b>
		<b>Brand:</b>	<b>Cost: Include separate from HVAC if installed together</b>	<b>Internet Connectivity?</b> Yes    No
<b>WINDOWS (Window stickers must be attached.)</b>				
<b>Installation Date:</b>	<b>Number of Windows:</b>	<b>Square Footage Installed*:</b>	<b>Installation Date:</b>	<b>New Construction (Y/N)</b>
<b>Cost:</b>	<b>U-Factor (max .29):</b>	<b>Solar Heat Gain Coefficient (max .22):</b>	<b>Cost:</b>	<b>Tank Capacity:</b>
<b>*Square Footage Installed - the area of efficiency improvement, not the square footage of the structure. For example, a 3' X 4' window= 12 ft<sup>2</sup></b>				
<b>PROPERTY OWNER SIGNATURE:</b>				<b>DATE:</b>

Complete form and mail to: Sustainable Denton (Attn: Conservation Program Coordinator), 1001 S. Mayhill Road, Denton, TX 762018

## Electric Vehicle Application

Hybrid:  Yes  No

---

**Applicant Name:**

**Electric Account Number:**

---

**Phone Number:**

**Email:**

---

**Vehicle Registration Address:**

---

**Vehicle Make, Model, & Year:**

---

**Vehicle Trim Level (i.e. Nissan Leaf S, SV, or SL)**

---

**Vehicle VIN:**

---

**Battery can be charged at (check all that apply):**

Level 1 (120 volts)  Level 2 (240 volts)  DC Fast Charge

---

I hereby certify that the information I provided above are true and correct to the best of my knowledge. I understand that any false information may disqualify me from receiving the Electric Vehicle Rebate. I agree to charge my electric vehicle during the off-peak hours of 10:00 PM to 7:00 AM.

---

**Date:**

**Signature:**

## **Solar Photovoltaic Incentive**

**All City of Denton requirements for Distributed Generation, including documents for this rebate, are located in the Distributed Generation Manual at [www.cityofdenton.com](http://www.cityofdenton.com).**

All City electric customers including, but not limited to, residential (both single family and multifamily) and commercial, are eligible to receive a Solar Photovoltaic Incentive in accordance with the provisions of this GreenSense Incentive Program Manual.

Those interested in participating in the Solar Photovoltaic Incentive must own the property that has a City electric account or own the property that will have a City electric account where the photovoltaic system is to be installed. Only City electric customers in good standing will be eligible to receive the rebate. In addition to existing customers, developers are also qualified to receive the Solar Photovoltaic Incentive provided that only one rebate will be paid per solar installation.

The incentive for qualifying photovoltaic (PV) systems is tiered based on the continuous alternating current (AC) watt output. The calculations used to determine the PV system's AC watt output can be found in the Distributed Generation Manual located at [www.cityofdenton.com](http://www.cityofdenton.com).

All PV incentives are to be an amount up to \$30,000, not to exceed 50% of total project cost. Incentive Tier is as follows:

<b>PV ONLY</b>		<b>PV with Battery Storage</b>	
3.0 kW to 5.0 kW	80¢ per AC Watt	3.0 kW to 5.0 kW	\$1.20 per AC Watt
5.1 kW to 10.0 kW	60¢ per AC Watt	5.1 kW to 10.0 kW	90¢ per AC Watt
Above 10.1 kW	40¢ per AC Watt	Above 10.1 kW	60¢ per AC Watt

*The City neither expressly nor implicitly warrants any work performed by a contractor, employees, or subcontractor. The City does not endorse any product, service, individual or company. Selection of an installer/contractor to perform work is the sole decision of the program participant. The City makes no warranties whatsoever that participant will realize any energy savings as a result of any installs of the program. In no event shall the City be responsible for any direct, special, incidental, consequential, punitive, exemplary or indirect damages in tort, contract, warranty, negligence, strict liability or under any indemnity provision or otherwise related to any installs or the Solar Photovoltaic Incentive program. Customer assumes the risk of any loss or damage(s) that the customer may suffer in connection with its participation in the Solar Photovoltaic Incentive program.*

Customers requesting interconnection and parallel operation of Distributed Generation must complete the City's approved Application for Interconnection process and receive approval from the City prior to installing.

The City makes no financial commitment to applicants until an application is accepted and a Letter of Intent (LOI) is issued. The LOI is valid for 90 days for upgrades to be installed. Under extenuating circumstances, applicants may request extensions to their LOI. Requests for LOI extension must be submitted prior to LOI expiration, in writing, accompanied by a detailed explanation of the reason for the delay. Contractor must demonstrate that the cause of the delay is

# GreenSense Incentive Program Manual

out of their control along with substantial progress toward project completion. Extensions will be granted at the sole discretion of the City. Participants forfeit their incentive reservation once the LOI has expired. Any project not completely installed by September 30, will lose its funding.

Incentives are given in the form of a check to the rebate participant. Customers do not have the option to have rebate sent directly to the contractor. Incentive payment will be issued within four (4) weeks after the system passes final inspections.

Individually metered structures will only qualify for the rebate once per 12 month period and may not exceed \$30,000 in its lifetime. Additional PV installs are subject to the same terms as new installs with updated documentation. Any application for which funding is not available will be returned to the applicant. The City does not have a waiting list or queue.

Rebate participant may be subject to refund any incentive given by the City related to the PV system if the customer fails to meet ongoing program requirements or fails to ensure that the incented equipment is properly maintained and interconnected to the electric grid or any applicable national, local, manufacturer and the City's Electric Service Standards violations are discovered. The refund amount is calculated as: [incentive received] x [5 – number of full years the PV system was operational] x 0.2.

## **Solar Photovoltaic Incentive Requirements**

- Minimum PV install of 3 kW.
- Minimum battery install of 3 kW or reasonably sized to PV install
- No direct meter connections or double lugging.
- 24/7 Meter Access. Costs related to giving the City meter access will be at customer's expense
- All PV installations must meet all applicable national, local and manufacturers' codes and specifications and the City's Interconnection Guidelines.
- Installed systems shall carry a 5-year warranty from the installer in addition to a minimum 10-year manufacturer warranty on inverters and 20-year manufacturer warranty of solar panels.
- Licensed electrical contractors shall obtain appropriate permits and perform all electrical interconnections.
- All inverters and solar modules must be new.
- Panels must face South, East, or West.
- Panels must be unobstructed and non-shaded. Tree removal and any tree trimming will be at customer's expense.
- If re-roofing is required, PV system removal and reinstallation is at customer's expense.
- Contractor shall include any required service upgrade costs, and permit fees in the original bid.
- PV system shall be interconnected to the City's electrical grid at customer's expense.
- PV system shall comply with current City guidelines governing interconnection with the City's electric system and any subsequent revisions to these guidelines.
- Customer must give the City access to view PV system generation by adding [solar@cityofdenton.com](mailto:solar@cityofdenton.com) to online profiles or emailing monthly generation data.

**All information regarding the City's approved Application for Interconnection process may be found in the Distributed Generation Manual located at [www.cityofdenton.com](http://www.cityofdenton.com). Inquiries can be submitted to [solar@cityofdenton.com](mailto:solar@cityofdenton.com).**

## Standard Offer Incentive

### Program Participant

The City offers incentives for commercial customers that are interested in making energy efficiency upgrades to their facility to reduce their peak demand by a minimum of 50 kW. Standard Offer Incentive (SOI) participants must have an electric account served by the City.

Upgrades must be pre-approved in order to qualify for the rebate. Participant must submit written permission for the City to discuss their account and energy consumption with the installer. Only City customers in good standing will be eligible to receive the rebate.

*DME does not endorse any product, service, individual or company. Selection of a registered installer/contractor to perform work is the sole decision of the program participant. Any list of registered installers/contractors represents those companies who have registered themselves with DME. There is no work guarantee or warranty, expressed or implied, as to the quality, cost or effectiveness of the work performed by the contractor, employees or subcontractors.*

**Acceptable projects may include:** Lighting retrofit, HVAC upgrade, Motor replacement

**Unacceptable projects include those that:** Rely on customer behavior, Involve cogeneration and demand management including generation from renewable, Have a negative impact on the environment, Have no capital investment, Plug loads

### Installers

Installer that installs the prescribed and approved energy efficient upgrades does not need to be registered as a DME Authorized Installer. Installer must submit the application along with estimated cost, estimated demand savings, and method of kW savings calculations. Installers must also submit detailed information for each project including scope of work, specific equipment being removed and installed. DME will review the application and supporting documents for acceptance.

---

For more information contact:	Program Administrator
<b>Email Address</b>	<a href="mailto:solar@cityofdenton.com">solar@cityofdenton.com</a>
<b>Mailing Address</b>	Energy Programs 1659 Spencer Road Denton, TX 76205

---

# GreenSense Incentive Program Manual

## **Standard Offer Incentive**

The City is offering commercial customers \$125.00 per kilowatt (kW) reduced from peak demand, not to exceed 50 percent of total project cost.

- The peak demand reduction must be a minimum of 50 kW
- Replaced equipment must be disposed of and cannot be put back into service
- The energy efficiency upgrade must be in service for at least ten (10) years
- Equipment must meet all codes and permitting requirements
- Lighting only project will not count for more than 65 percent of incentive

## **Application Process**

- The following must be submitted to the Program Administrator for evaluation and acceptance:
  - Standard Offer Incentive Form
  - Proposal showing estimated cost, estimated demand savings, and method of kW savings calculation
- Customer will receive confirmation that the application was received via e-mail
- City will review the application to determine if the project will be accepted
- Customer will receive a LOI if the project has been accepted
- Customer will be contacted to schedule an initial inspection
- Within 30 days of the completion of the project, the customer will contact the Program Administrator to schedule a final inspection. This inspection is strictly for the purpose of qualifying for the rebate, not to take the place of Building Inspections or internal quality control
- Following final inspection, demand reduction will be verified

---

<b>For more information contact:</b>	Program Administrator
<b>Email Address</b>	Solar@cityofdenton.com
<b>Mailing Address</b>	Energy Programs 1659 Spencer Road Denton, TX 76205

---

# GreenSense Incentive Program Manual

## Standard Offer Incentive Form

(To be completed by Customer Representative.)

Received Date		Submitted Ck Req	
Received By		Amount Paid	

<b>CUSTOMER INFORMATION</b>		
Company Name		Account No
Contact Person	Title	Telephone No
Email Address		
Site Address		
Description of Study:		

<b>CONSULTANT INFORMATION</b>		
Company Name		
Contact Person	Title	Telephone No
Email address		
Company Address		

By signing below, you agree that you are duly authorized by the Customer to make decisions on its behalf and you represent to the City that you have read, understand and agree to abide by the terms, conditions, and requirements written in the SOI section of the GreenSense Incentive Program Manual. **You are also granting release of historical usage information to be sent to the consultant to be used in the demand reduction analysis.**

Print Name

Signature

Date

# Engineering Audit

## Program Participant

Those interested in participating in the Engineering Audit (Audit) must have a City General Service Large (GSL) and/or General Service Time of Use (TGS) electric account where the Audit is to be performed. Only City electric customers in good standing will be eligible to receive the rebate. Each customer site is eligible for one detailed audit every three years.

*City neither expressly nor implicitly warrants any part of the audits. Customer understands that, while City may provide a program to encourage energy efficiency, City is not liable or responsible in any way for the performance or results of the audits or the Program. City makes no warranties whatsoever that customer will realize any energy savings as a result of the audits or the program. In no event shall City be responsible for any direct, special, incidental, consequential, punitive, exemplary or indirect damages in tort, contract, warranty, negligence, strict liability or under any indemnity provision or otherwise related to the audits or the Program. Customer assumes the risk of any loss or damage(s) that the customer may suffer in connection with its participation in the audits or the Program.*

Customers requesting an engineering audit must fill out an Audit application and submit it to the Program Administrator. The Program Administrator will review the application and if approved, the customer will be notified and the detailed audit shall be completed by a professional engineer within ninety (90) days of approval by City.

---

<b>For more information contact:</b>	Program Administrator
<b>Email Address:</b>	Solar@cityofdenton.com
<b>Mailing Address</b>	Energy Programs 1659 Spencer Road Denton, TX 76205

---

## Auditor

Audit participants are encouraged to receive several quotes before entering a contract with an engineering firm. Engineering firm must have written permission from the City's electric customer in order to exchange energy information with the City.

Engineers are required to submit completed audit reports and a copy of the invoice to the Program Administrator within thirty (30) days after audit is done.



# GreenSense Incentive Program Manual

## Minimum Scope of Work:

Once approved, the engineering audit shall include the following components:

- Schedule of the customer site visit
- Identify the current status of any customer plans for equipment purchase, vendors under consideration, vendor bids, plans for new construction/expansion, and/or other changes
- Identify the customer's schedule requirements (budget cycle, equipment lead-time issues, construction schedules, planned plant shutdowns, etc.)
- Identify what the customer needs to have to get an energy efficiency measure (EEM) implemented (financial criteria, maximum budget, etc.)
- Energy Use Baseline: Estimate the baseline energy use for all existing major electric equipment related to facility operations (i.e. refrigeration, air compressors, lighting, motors, etc.) based on historical usage provided to you by the City
- EEMs
  - Clearly and concisely describe EEMs and EEM alternatives, and describe the source of energy savings
  - Identify the customer's business reasons (i.e. maintenance, energy efficiency, safety, end-of-life, production increase) for wanting a detailed audit done at the facility
  - Create a sketch to fully illustrate the current system. This sketch may include distances, controls, piping and instrumentation diagram (P&ID), process flow and any other pertinent information that affects the current or future function of the system
  - Make an assessment of the potential project costs and energy and cost savings for the EEMs
  - Include a description of your calculation methodology and how costs were estimated
  - Include current Power Factor (PF), proposed PF, savings, and cost estimate
  - An executive summary will be included in the report with a summary table of measures showing the description, current kilowatt and kilowatt-hours per year (kW & kWh/yr), proposed kW & kWh/yr, kW & kWh/yr savings, cost estimate, potential DME incentive, simple payback before incentive, and simple payback after incentive

## **Incentive**

The incentive for qualifying audits is up to 50% of the total audit cost, not to exceed \$5,000 for the City participation.

Applying for the Engineering Audit Program does not disqualify eligible customers from applying for other DME incentives. Any customer's costs, including maintenance, in-house labor, overhead, direct or indirect, are not included in the cost of the audits and are not part of the reimbursement to be paid by DME.

Denton Municipal Electric makes no financial commitment to applicants until an application is accepted and a Letter of Intent (LOI) is issued by DME. The LOI is valid for 90 days for a detailed audit to be performed. Under extenuating circumstances, applicants may request extensions to their LOI. Requests for LOI extension must be submitted prior to LOI expiration, in writing, accompanied by a detailed explanation of the reason for the delay. Extensions shall be granted at the sole discretion of DME. Program participants forfeit their incentive reservation once the LOI has expired.

Incentives are given in the form of a check to the program participant. Customers do not have the option to have rebate sent directly to the contractor. Incentive payment will be issued within four (4) weeks after DME has reviewed final audit report.

Any application for which funding is not available will be returned to the applicant. DME does not have a waiting list or queue.

**[See Detailed Audit Application on following page.]**

# GreenSense Incentive Program Manual

## Detailed Audit Application

(To be completed by City Customer Representative.)

Received Date		Submitted Ck Req	
Received By		Amount Paid	

<b>CUSTOMER INFORMATION</b>		
Company Name		Account No
Contact Person	Title	Telephone No
Email Address		
Site Address		
Description of Study:		

<b>CONSULTANT INFORMATION</b>		
Company Name		
Contact Person	Title	Telephone No
Email address		
Company Address		

By signing below, you agree that you are duly authorized by the Customer to make decisions on its behalf and you represent to the City that you have read, understand and agree to abide by the terms, conditions, and requirements written in the Engineering Audit section of the GreenSense Incentive Program Manual. You are also granting release of historical usage information to be sent to the consultant to be used in the energy audit analysis.

Print Name

Signature

Date

## ERCOT Emergency Response Service

The objective of the Emergency Response Service (“ERS”) is to decrease energy demand on the Electric Reliability Council of Texas (“ERCOT”) grid by reducing the electric demand of the City’s electric system, during times of ERCOT system emergencies, thereby lessening the likelihood of the need for firm load shedding (a.k.a, “rolling blackouts”).

The Service offers incentives, through ERCOT, to qualified City customers that make themselves available for deployment in an electric grid emergency. Customers may shed load or start backup generators to fulfill their obligations. Those interested in participating in this program will be able to choose between a ten (10) minute (ERS-10) and thirty (30) minute (ERS-30) deployment.

Customers will be able to choose from six time periods:

Time Period 1	Hours Ending 0600 – 0800 (5:00:00a.m. to 8:00:00a.m.) Monday through Friday except ERCOT Holidays
Time Period 2	Hours Ending 0900 - 1300 (8:00:00a.m. to 1:00:00p.m.) Monday through Friday except ERCOT Holidays.
Time Period 3	Hours Ending 1400 - 1600 (1:00:00p.m. to 4:00:00p.m.) Monday through Friday except ERCOT Holidays.
Time Period 4	Hours Ending 1700 - 1900 (4:00:00p.m. to 7:00:00p.m.) Monday through Friday except ERCOT Holidays.
Time Period 5	Hours Ending 2000 - 2200 (7:00:00p.m. to 10:00:00p.m.) Monday through Friday except ERCOT Holidays.
Time Period 6	All other hours

DME’s Energy Management Operations (EMO), on behalf of ERS Resources, will submit offers for one or more ERS Time Periods. Time Periods are given within a four-month Contract Period: October through January, February through May, and June through September. Customers bid for specific Time Periods and ERCOT awards contacts based on price and location. This Service will be in effect each fiscal year beginning on October 1, until program cancellation by ERCOT.

The ERS service will not be activated until the total anticipated reduction amount enrolled exceeds 2,000 kW.

To qualify for this service, applicants must receive electric service from the City’s electric utility. Program guidelines and payments are subject to change by ERCOT without prior notice.

---

For more information contact:

<b>Office Number</b>	(940) 349 – 7137
<b>Mailing Address</b>	Energy Program 1659 Spencer Road Denton, TX 76205

---

## **Program Participant**

This program is only for General Service Medium (GSM), General Service Large (GSL) and General Service Time of Use (TGS) customers who voluntarily enroll in the Service and have an interval data recorder or smart meter. To be considered for this service, customers must have a historic peak demand of at least 200 kW. DME retains the sole right to determine eligibility for ERS.

Customers must successfully complete unannounced testing requirements that consist of an approximately thirty (30) minute curtailment. Participants must have a system in place that allows to drop committed load within eight (8) or twenty five (25) minutes.

The ERS program states a customer shall be obligated for a maximum deployment time of eight (8) cumulative hours during a contract period which can be spread over two events. In addition there is a one hour test that can be called on an unannounced basis by ERCOT. While the ERS program states a customer is obligated for up to eight hours of deployment, ERCOT also reserves the right to maintain ERS response service an additional four hours if necessary. This can result in an ERS provider ultimately providing up to twelve (12) hours of total response service during a contract period. Upon completion of a deployment event, customers shall return to a condition that will allow them to meet their contracted obligations within ten (10) hours.

## **Determination of an Event**

ERCOT will deploy ERS-10 only during Energy Emergency Alerts (EEA) level 2 or 3 and may deploy ERS-30 only during EEA levels 1, 2 or 3.

EEA Level 1 – Power Watch:	< 2,300 MW of on-line reserves
EEA Level 2 – Power Warning:	< 1,750 MW of on-line reserves
EEA Level 3 – Power Emergency:	On-line reserves continue to decline

## **Compensation**

Participants are paid the Market Clearing Price if their ERS offer is accepted by ERCOT. ERCOT pays based on the availability and performance of the committed customer. All payments are made to the EMO by ERCOT seventy (70) days after end of the Contract Period. Compensation shall be based on actual hours in each Time Period.

The penalties for non-compliance may be a reduction or elimination in capacity payments and possible suspension from the Service.

ERCOT communicates directly with the City's EMO as a QSE. To participate in ERS, a customer must have a contract with City EMO, which will provide all the administration of the Service. EMO services fee will be twenty-five (25) percent of awarded Market Clearing price.

Award = Clearing Price x MW Committed x Number of Hours