

Instructions for Energy Savings Account Application Form

The details outlined below provide guidance on how to complete the information required in the application.

1. **Submission Date:** the date of application submittal.
2. **Primary Contact:** the person authorized by the company to apply and sign off on application.
3. **Technical Manager:** the person responsible for oversight of energy efficiency projects and calculations.
4. **Finance Manager:** the person who will be responsible for reporting monthly EEC information to Efficiency Vermont or Burlington Electric Department, as well as the individual to receive remittance for qualified expenses.
5. **Energy Efficiency Capability:** includes your company’s experience, capacity, and strategy for making electrical energy efficiency improvements in your facility or facilities.
6. **Electric Utility:** the name of the electric utility that services each account.
7. **Name on Utility Account:** the name of the electric utility customer that appears in the mailing address on the electric utility bill.
8. **Physical Location:** a street address or other designation indicating the physical location of the property served by each of the electric utility accounts listed.
9. **Utility Account Number:** the account number as it appears on an existing, active electric utility account monthly bill.
10. **Annual Cost of Energy Efficiency Charge:** the sum of the EEC payments in the 12 months preceding this application or the annual average EEC payments over the 36 months preceding this application for each account listed. For new properties in which there is not 12 months of data, please contact the Department of Public Service for guidance on how to estimate annual EEC charges.
11. **Sum of the Annual EEC Charge for All Accounts:** the sum of the values provided in column 10.

Documentation of EEC Charges

Applicants must submit documentation of EEC charges that are equal to or greater than \$5,000 annually as follows:
Copies of 12 or 36 months of electric bills for each account listed.

ESA Application Submittal and Review Process

Applicants must send, via mail, one complete application packet including the following documents to the Vermont Public Utility Commission, Vermont Department of Public Service, and Efficiency Vermont; if one or more of the electric utility accounts listed on this application is served by Burlington Electric Department (BED), please send application documents to BED as well as the other parties.

1. ESA Application form
2. Documentation of EEC charges (see above)
3. Signed Agreement of ESA Terms and Conditions

Send application packets to:

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| <ol style="list-style-type: none"> 1. Vermont Department of Public Service
c/o Energy Program Specialist (ESAs)
112 State St., Third Floor
Montpelier, VT 05620-2601
802-828-2811
www.publicservice.vermont.gov 2. Vermont Public Utility Commission
c/o Clerk of the Commission (ESAs)
112 State St., Fourth Floor
Montpelier, VT 05620-2701
802-828-2358 http://puc.vermont.gov | <ol style="list-style-type: none"> 3. Efficiency Vermont
c/o Customer Service (ESAs)
255 South Champlain St., Suite 7
Burlington, VT 05401 888-921-5990
www.encyvermont.com <p><i>If applicable:</i></p> <ol style="list-style-type: none"> 4. Burlington Electric Department
c/o Director of Energy Services (ESAs)
585 Pine St. Burlington, VT 05401
802-658-0300
www.burlingtonelectric.com |
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Upon receipt of a completed application, the Department of Public Service will review the submission and recommend action to the Public Utility Commission. The Public Utility Commission shall notify the Department of Public Service, the customer, the customer’s electric utility or utilities, Efficiency Vermont/Burlington Electric, and the Fiscal Agent of its decision to approve or reject the Energy savings Account. Energy Savings Accounts will be established on the first business day of April or October following the Commission notification to proceed with the ESA. The process from submittal to approval may require 90 business days.

Questions?

For general questions regarding Energy Savings Accounts, policies, or procedures, please contact the Energy Program Specialist at the Vermont Department of Public Service at 802-828-2811. For questions about completing this application, customers served by the Burlington Electric Department should contact BED’s Director of Energy Services at 802-658-0300. All other customers should contact Efficiency Vermont toll-free at 888-921-5990 or info@encyvermont.com.

