

Energy Savings Account Application Form

This form is for use by eligible businesses interested in applying for an Energy Savings Account (ESA). ESAs allow eligible Vermont businesses to self-administer electrical energy efficiency by setting aside a portion of their Energy Efficiency Charge (EEC) to support their energy efficiency projects. Eligible businesses include those that pay in excess of \$5,000 per year (or an average \$5,000 per year over three years) in EEC charges as noted on monthly statements provided by their Vermont electric utilities. Application review and approval is conducted by the Vermont Department of Public Service and the Vermont Public Utility Commission.

1. Submission Date:	
Contact Information	
2. Primary Contact Name:	Primary Contact Title:
Company:	Phone:
Address:	Fax:
City/Town: State: Zip Code:	E-mail:
3. Technical Manager Name:	
Company:	Phone:
Address:	Fax:
City/Town: State: Zip Code:	E-mail:
4. Finance Manager Name:	
Company:	Phone:
Address:	Fax:
City/Town: State: Zip Code:	E-mail:
Energy Efficiency Capability	
5. Please describe your company's general experience, capacity, and strategy for making electrical energy efficiency improvements in your facility or facilities.	

Electric Account Information*

Please provide information for each electric utility account to be considered for the Energy Savings Account

6. Electric Utility	7. Utility Account Number	8. Name on Utility Account	9. Physical Location	10. Annual Cost of Total Energy Efficiency Charge (EEC) (Actual or average over three years)

11. Total annual EEC Charge for all accounts:
Sum of either the most recent 12 months or the annual average of the last 36 months. (See below for documentation requirements.)

*Note: All fields must be completed for each electric account that applicant intends to include in the ESA. Please attach additional copies of this table as needed.

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 or e-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:

- | | |
|---|---|
| <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
psd.consumer@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
puc.clerk@vermont.gov | <ol style="list-style-type: none"> 3. Efficiency Vermont
c/o Customer Service (ESAs)
20 Winooski Falls Way 5th Floor
Winooski, VT 05404
888-921-5990
www.efficiencyvermont.com
ESAinfo@efficiencyvermont.com

<i>If applicable:</i> 4. Burlington Electric Department
c/o Director of Energy Services (ESAs)
585 Pine St. Burlington, VT 05401
802-658-0300
www.burlingtonelectric.com
efficiency@burlingtonelectric.com |
|---|---|

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@efficiencyvermont.com.

