



# 2024 Building Tune-Up Program Application

for Indiana Businesses with CenterPoint Energy Electric Service

This application covers equipment installed by December 31, 2024

Thank you for applying to CenterPoint Energy's Building Tune-Up Program ("Program")! The Program provides a study focused on optimizing the energy performance of a facility by identifying no-and low-cost energy-saving adjustments ("Study"). The Program offers technical assistance and financial rebates to help Indiana customers improve the efficiency of their building automation system ("BAS") and reduce energy costs without adversely affecting facility comfort or system operations. Refer to the information below to ensure you are eligible and your application is complete. Please retain a copy of your completed application and all invoices for your records. Visit <https://midwest.centerpointenergy.com/assets/downloads/in-business/in-business-equipment-eligibility.pdf> to view the complete terms and conditions.

**Important: Projects must be preapproved by CenterPoint Energy prior to purchasing or installing equipment.**

## Need Help?

For assistance completing this application, call 1.866.240.8476 to speak with an Energy Efficiency Advisor or email [indianabizprograms@centerpointenergy.com](mailto:indianabizprograms@centerpointenergy.com).

## What You Will Need

- Your CenterPoint Energy electric account number
- The completed Program application (signed and dated)

## How To Apply

### Step 1: Determine Eligibility

#### Applicant

**Existing Facility:** For efficiency improvements identified by the Study at an existing facility, the applicant must be a current CenterPoint Energy of Indiana ("CenterPoint Energy") electric business customer.

- For electric-saving project(s), applicant must be a non-residential electric customer.
- CenterPoint Energy customers who have elected to opt out of participating in CenterPoint Energy's energy efficiency programs are not eligible.
- Facilities must be ≤150,000 square feet. (Facilities larger than 150,000 square feet may still apply, but the minimum spending commitment by the customer is subject to increase.)
- Facilities without a centralized BAS may not be eligible.
- For natural gas-saving opportunities to be identified in the Study, applicant must be a natural gas customer on rate 120 or 125.

### Step 2: Complete Application

### Step 3: Submit Application

Submit your completed application.

#### Email (preferred):

[indianabizprograms@centerpointenergy.com](mailto:indianabizprograms@centerpointenergy.com)

**Fax:** (608) 829-2723

#### Mail:

Resource Innovations  
ATTN: CenterPoint Energy Rebate Programs  
1232 Fourier Drive Suite 125, Madison, WI 53717

### Step 4: Receive Preapproval & Final Documentation

#### Receive Approval for a Study

Please allow two weeks for application review. Note that participants are required to meet the minimum spending commitment of \$5,000. Acceptance into the Program may be dependent on the savings potential of the project.

## Customer and Contact Information

### 1. Applicant

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Name of Business (as shown on your CenterPoint Energy bill)   CenterPoint Energy Electric Account Number   CenterPoint Energy Gas Account Number

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Contact Name

Contact Title

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Contact Phone

Contact Email Address

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Contact Address

City

State

Zip

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How did you hear about the Program?

### 2. Location of Installation

Same as Applicant

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Installation Address (if different from above)

City

State

Zip

### 3. Customer Tax Information

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Customer Name (as shown on your income tax return)

Customer Business Name (if different from above)

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Address (if different from above)

City

State

Zip

Federal Tax Classification (check one):

- Individual/Sole Proprietor    C-Corporation    S-Corporation    Partnership    Trust/Estate  
 Limited Liability Company (LLC)    Tax-Exempt    Other: \_\_\_\_\_

**If 'LLC' is checked in the previous box, please select the tax classification:**

LLC Classification (if applicable):

- C-Corporation    S-Corporation    P-Partnership

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Customer's Federal Taxpayer Identification Number (TIN) (XX-XXXXXXX)

# Facility Information

## Facility General Description

Building Type <small>(e.g. SIC/NAICS code)</small>	Facility Size (ft <sup>2</sup> )	Percent Conditioned	Year Built	No. of Floors
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Outline the major facility spaces (e.g. 10,000 ft<sup>2</sup>, 24-hour computer center that is unoccupied).

Space/Location	No. of Occupants	Scheduled Hours and Days of Occupancy

Briefly describe past energy-efficiency projects or studies completed for the facility, including services similar to building tune-up.

Describe any currently planned energy-efficiency, renovation, or equipment replacement/upgrade projects for the facility.

Are there any scheduling issues that could affect the building tune-up work (e.g., major renovations or equipment replacements/upgrades)?

### Equipment Control

Please indicate the level of access and capability the chief facility engineer, staff, and/or controls contractor have to interact with the facility's BAS (select one):

- None
- Some (e.g., able to adjust set points and schedules)
- Full (e.g., able to modify control logic and trend facility data)

Identify the type and manufacturer of the facility's BAS. If the facility does not have an automated control system, please indicate.

Is the BAS capable of trending and storing data for numerous points simultaneously?  Yes  No  Don't Know

When is the BAS likely to be replaced or receive a major upgrade?

If the BAS is managed externally, please provide contact information:

Business Name (of the BAS specialist)	Contact Name
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Contact Phone	Contact Email Address
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### Equipment Detail (optional)

Describe the age and availability of any as-built drawings and sequences of operation for the facility's HVAC system.

Summarize problems or opportunities for improvement that currently exist related to the HVAC and lighting systems.

Describe any opportunities for improved operation and maintenance procedures at the facility.

What is currently the most prominent issue related to operation of the HVAC and lighting systems, and how is it being managed?

What is the primary source of occupant complaints within the facility?

## Program Agreement

**Program Rebate and Customer Commitment:** Customers accepted into the Program qualify to receive the Program-funded Study and cash incentives to cover 100% of implementation costs, with a maximum payout of \$5,000. In exchange for these Program incentives, the customer named in the Program Application ("Customer") is agreeing to select at minimum \$5,000 worth of recommendations identified in the Study ("Minimum Customer Spending Commitment"). Customer has discretion as to which recommendations are selected to meet the Minimum Customer Spending Commitment. If the Study is not able to identify a sufficient number of recommendations to satisfy the Minimum Customer Spending Commitment, the Program Administrator may reduce or waive the Minimum Customer Spending Commitment. Additional opportunities that are not part of the minimum customer spending commitment may be identified in the study and may be eligible for custom and prescriptive rebates. Costs unrelated to the measurement or implementation of the recommendations identified by the Study do not count toward the Minimum Customer Spending Commitment. Customer acknowledges that Customer is responsible for separately arranging and paying for the implementation of recommendations made in the Study. All recommendations selected by Customer must be implemented within 60 days from receiving the Study. Upon completion of the recommendations, Customer shall provide the Program Administrator with written (email is sufficient) notification stating that the recommendations are implemented and operational.

To the extent that the Program Administrator determines (in its sole and reasonable discretion) that the Customer failed to fulfill the terms in this Program Agreement, the Customer shall pay the Program Administrator the time and material costs accrued for the approved Study, not to exceed \$30,000, within 60 calendar days of written notice from the Program Administrator. The Customer may be required to refund some or all of the incentives if the measures do not remain (or were not) installed for a period of five (5) years or the end of the product life, whichever is less.

## Program Agreement (cont.)

**Terms and Conditions:** This Program is available to non-residential CenterPoint Energy customers with electric service. Natural gas-only CenterPoint Energy customers may be eligible for other CenterPoint Energy program rebates. Energy-saving opportunities must be installed in a qualified CenterPoint Energy electric customer space. This Program Agreement incorporates by reference the CenterPoint Energy Program Terms and Conditions ("Terms and Conditions") located at <https://midwest.centerpointenergy.com/assets/downloads/in-business/in-business-equipment-eligibility.pdf>. The Terms and Conditions set forth additional terms governing Customer's participation in the Program including but not limited to limiting the liability of CenterPoint Energy and the Program Administrator, establishing the laws that govern this Program Agreement, and the process for disputes.

**Disclaimer:** CenterPoint Energy of Indiana does not guarantee that energy efficiency measures purchased and installed or services provided through this Program will result in energy and costs savings.

**Entire Agreement:** The terms set forth herein, including all attachments and incorporated references, constitute a complete statement of the terms and conditions applicable to the Program and supersede all prior representations or understandings, whether written or oral. CenterPoint Energy and Program Administrator shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind that is not set forth herein.

## Sign Application

**By signing below, I certify that:**

1. As the Customer Representative, I have the authority to bind the Customer to the Program Agreement;
2. I have read, understand, and agree to be bound by and comply with the terms set forth, herein and such other terms as set forth in the CenterPoint Energy Program Terms and Conditions;
3. The information provided to CenterPoint Energy or Program Administrator in and as part of this Application is accurate and complete and I will notify CenterPoint Energy immediately of any changes to the information.
4. **The number shown on this form is my correct Federal taxpayer identification number (or I am waiting for a number to be issued to me), and**
5. **I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and**
6. **I am a U.S. citizen or other U.S. person, and**
7. **The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.**

**The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.**

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Customer Representative Signature

Printed Name

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Title

Date