



Energy Design Assistance

Minnesota Design Team Incentive Process

All Energy Design Assistance projects qualify for a one-time reimbursement incentive for the time invested by design professionals to help their clients develop high-performance buildings.

Design incentives are based on building size based on the following scale:

Total building square feet	20,000–49,999	50,000–99,999	100,000–399,999	400,000+
Incentive amount	\$4,000	\$8,000	\$10,000	\$12,000

This reimbursement is expected to offset expenses incurred by members of the design team for participation in the program, which may include, but is not limited to, the following:

- Attending design assistance meetings
- Reviewing energy efficient measures
- Calculating costs of energy efficient measures
- Submitting construction documents for review
- Completing other tasks directly related to the program

Actual costs incurred for the above tasks, and any others related to the program, by the design team and the customer during participation in the program may be greater or less than the available reimbursement.

It is important to note the amount of reimbursement to design team is independent of the energy savings forecast or achieved, to avoid potential conflict-of-interest concerns.

A one-time, lump sum payment to the designated Design Team Lead will be made by Xcel Energy. It is the responsibility of the Design Team Lead to distribute the funds across members of the Design Team as appropriate.

In order to receive reimbursement, please fill out the Design Team Incentive form and submit it, along with invoice(s) documenting the expenses for all design team work, to Xcel Energy (please see sample invoice on the next page). Reimbursement can be made as soon as the customer has completed and submitted the Bundle Selection form.

Note, if this is a joint Xcel Energy/CenterPoint Energy project, you will receive a check from each company totaling incentive amount. There is no need to submit an application to CenterPoint Energy.

Questions?

Contact your account manager or an energy efficiency specialist at **855.839.8862**.

Sample invoice

When submitting invoices for reimbursement, please itemize services and fees.

ABC Architects
123 Main Street
St. Paul, MN 55101

ABC ARCHITECTS

Xcel Energy

414 Nicollet Mall (401-6)
Minneapolis, MN 55401

INVOICE

No. 1349
2/01/2018

Xcel Energy – Energy Design Assistance (EDA) project

For services rendered through 1/31/2018

Professional services

	Hours	Rate	Amount
Preliminary Design Services			
Architect	10.00	105.00	\$1,050.00
Total	10.00		\$1,050.00

	Unit rate	Qty.	Amount
Mechanical/electrical engineer services			
Engineering Inc.	2,400.00	1.00	\$2,400.00
Engineering Inc.	375.00	1.00	\$375.00
Total			\$2,775.00

Invoice amount

\$3,825.00