



# PARTICIPANT AWARDS APPLICATION

## 1. PARTICIPANT INFORMATION (please print)

Participant Name	Job Title
Square Footage that Participant is Responsible for Maintaining	( )
Participant Email Address	Participant Phone Number
Supervisor Name	Job Title
Supervisor Email Address	Supervisor Phone Number
Company Name	Name That Participant Award Check Should Be Made Payable To
Company Mailing Address	City/State/Zip
( )	( )
Work Phone Number	Work Fax Number

## 2. PARTICIPANT SIGNATURE

I certify that my company is a customer of Austin, Owatonna, or Rochester Public Utilities and all the information in this application (including any associated worksheets) is correct to the best of my knowledge.

Participant's Signature	Date
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Check here if you DO NOT give us permission to use your name in advertising our Building Operator Certification (BOC) program (e.g. utility web site, newspaper ads).

## 3. CONTRACTOR/VENDOR INFORMATION – FOR PROJECT AWARD APPLICATIONS ONLY (please print)

Company Name			
Address	City	State	Zip Code
Contact Name			
( )			
Daytime Phone Number			
( )			
Fax Number			
Email			

**TEAMING UP TO SAVE YOU MONEY**

**CONSERVE & \$SAVE**

#### 4. AWARD INFORMATION (please print)

Your company must be a customer of Austin, Owatonna, or Rochester Public Utilities to apply for awards. Please check the box next to the award for which you are applying. You do not have to apply for all awards at the same time. You may copy this form or download a new one from our websites ([www.austinutilities.com](http://www.austinutilities.com) • [www.owatonnautilities.com](http://www.owatonnautilities.com) • [www.rpu.org](http://www.rpu.org)) to apply for future awards.

**COMPLETION AWARD** – \$300 for each participant who completes the training and earns BOC LEVEL I or LEVEL II certification.  
THIS SECTION IS TO BE COMPLETED BY YOUR BOC PROGRAM ADMINISTRATOR!

BOC Program Location

Program Dates

BOC Program Administrator Name

BOC Program Administrator Signature

Date

By signing this application, I certify that the aforementioned participant has completed all courses and project requirements for BOC LEVEL I or LEVEL II.

**ANALYSIS AWARD** – \$300 for each participant who earns the COMPLETION AWARD and submits a project analysis for a potential PROJECT AWARD. All projects are subject to approval by the utility. Analysis can be based on a class project. The items listed below must be included to be eligible for the BOC LEVEL I ANALYSIS AWARD. PLEASE CHECK EACH BOX TO INDICATE THAT ALL REQUIRED DOCUMENTS ARE INCLUDED WITH THIS APPLICATION! ANALYSIS AWARD APPLICATION MUST BE RECEIVED WITHIN **6 MONTHS** OF PROGRAM COMPLETION.

- Project Description
- Customer Measure Estimated Total Cost
- Annual Demand & Energy Savings Including Assumptions and Calculations
- Annual Bill Savings Based on Energy Savings Calculations
- Cost Benefit/Payback Analysis
- Rebate Calculation and Completed Rebate Forms

**PROJECT AWARD** – Up to \$600 for each participant when the project analysis they have previously submitted has earned the ANALYSIS AWARD, been approved by the utility, and is implemented by their employer. PLEASE ATTACH A FINAL DESCRIPTION OF YOUR PROJECT BECAUSE QUANTITIES OR EQUIPMENT TYPES MAY HAVE CHANGED FROM THE ORIGINAL ANALYSIS. THESE CHANGES MAY AFFECT THE FINAL CONSERVE & SAVE® REBATE AMOUNT AND ELIGIBILITY. PROJECT AWARD APPLICATION MUST BE RECEIVED WITHIN 12 MONTHS OF ANALYSIS AWARD COMPLETION.

Qualified projects will be eligible for the BOC LEVEL I or LEVEL II PROJECT AWARD in addition to CONSERVE & SAVE® rebates and are subject to the Terms and Conditions listed on rebate forms. Rebates are usually approved within 14 working days. Customers have **12 months** to complete the project after the rebate has been approved.

**\*\*\*\*THE PROJECT AWARD WILL ONLY BE AWARDED AFTER THE APPROVED PROJECT HAS BEEN COMPLETED AND INSPECTED BY THE UTILITY. PROJECT AWARD CANNOT EXCEED 25% OF THE TOTAL PROJECT COST, UP TO \$600.\*\*\*\***

#### OFFICE USE ONLY – AWARD CALCULATION

COMPLETION AWARD: \$ \_\_\_\_\_ COMPLETION certified by program administrator?  Yes  No Initials \_\_\_\_\_

ANALYSIS AWARD: \$ \_\_\_\_\_ ANALYSIS approved by Utility?  Yes  No Initials \_\_\_\_\_

PROJECT AWARD: \$ \_\_\_\_\_ PROJECT completed by customer?  Yes  No Initials \_\_\_\_\_

TOTAL AWARD: \$ \_\_\_\_\_ PROJECT completion date: \_\_\_\_\_

#### RETURN COMPLETED APPLICATION AND REQUIRED DOCUMENTATION TO YOUR UTILITY PROVIDER:

**Austin Utilities**  
Attn: Rebate Processing  
400 - 4th Street NE  
Austin, MN 55912  
(507) 433-8886  
(507) 433-5045 fax  
[www.austinutilities.com](http://www.austinutilities.com)

**Owatonna Public Utilities**  
Attn: Rebate Processing  
P.O. Box 800  
Owatonna, MN 55060  
(507) 451-2480  
(507) 451-4940 fax  
[www.owatonnautilities.com](http://www.owatonnautilities.com)

**Rochester Public Utilities**  
Attn: Rebate Processing  
4000 East River Road NE  
Rochester, MN 55906-2813  
(507) 280-1500  
(507) 280-1542 fax  
[www.rpu.org](http://www.rpu.org)