



COMMERCIAL DEMAND RESPONSE PROGRAM ENROLLMENT FORM

Enrollment Information

Review all program requirements, then complete and sign the enrollment form to apply for the Austin Energy Commercial Demand Response (DR) program. Questions? Contact us at CommercialDR@AustinEnergy.com or 512-482-5377.

Account Holder: _____ **Date:** _____

Primary Point of Contact

(If enrolling multiple facilities)

Name: _____ **Mobile Phone:** _____

Email: _____ **Office Phone:** _____

Program Options and Incentive Levels

(Choose one)

	Summer 4:00 – 7:00 p.m.	Summer 1:00 – 7:00 p.m.	Summer 1:00 – 7:00 p.m. + Emergencies 24/7/365
Standard Response (Manual) 30-minute notification	<input type="checkbox"/> \$50/avg kW	<input type="checkbox"/> \$55/avg kW	<input type="checkbox"/> \$70/avg kW
Fast Response (Automated) 10-minute notification	<input type="checkbox"/> \$65/avg kW	<input type="checkbox"/> \$70/avg kW	<input type="checkbox"/> \$80/avg kW

Incentive Payment Type

(Choose one)

Bill Credit: Each facility's account will receive one bill credit at the end of the season.

Check to Account Holder: One annual check will include the total incentive for all participating facilities. The check payee and account holder must be the same entity.

Attention Line: _____

Mailing Address: _____
(If different from _____
account address) _____

Check to Third Party: One annual check will include the total incentive for all participating facilities. Austin Energy must receive a signed letter of authorization from the account holder authorizing payment to a third party, who must create a rebate system (EECP) account and register as a City of Austin vendor (see Appendix).

Letter of authorization submitted?

Vendor registered with EECP and City of Austin?

Third Party Name: _____
(Payee on check)

Attention Line: _____

Mailing Address: _____

Customer Signature: _____

Print Name: _____ **Date:** _____

Austin Energy Commercial DR Program Requirements

Program Description

The Commercial DR program is a voluntary program that runs from June to September when electric loads in the Electric Reliability Council of Texas (ERCOT) peak. Qualifying commercial and industrial customers can enroll in the program and help Austin Energy reduce strain on the electric grid during these peak time periods. Additional participation during grid emergencies is also available for customers who can respond during critical times year-round. Participating customers that reduce their energy usage during DR events earn \$50-80 per average kilowatt (kW) saved, up to \$78,000 annually. Simple actions businesses take to reduce their energy use include turning off non-essential lighting, signage and decorative features; pre-cooling or cycling refrigeration and HVAC systems; turning up temperature set points; and delaying non-essential production.

Site Assessment, Site Testing and Coaching

Austin Energy can perform no-cost site assessments, site testing and coaching upon request. The site assessment will provide an estimated load reduction potential, recommended load reduction strategies and an estimated yearly incentive potential. Customers may also choose to test the DR notification system prior to the start of the actual season. Austin Energy will provide technical support, but customers will not receive incentive payments during testing. Lastly, Austin Energy can provide coaching as well as mid-season and season-end reports summarizing each facility's participation to help you improve upon past performance and increase potential incentives. Email us at CommercialDR@AustinEnergy.com or contact your Austin Energy Key Account Manager to request these services.

Energy Profiler Online (EPO)

Austin Energy can provide free access to Energy Profiler Online for all commercial customers with qualifying metering equipment. Energy Profiler Online allows customers to monitor their daily energy usage by providing 15-minute interval meter data and local weather data, displayed through graphs, tables and customizable reports, to help manage your facility's energy and demand. For more information, visit AustinEnergy.com/EPO.

Automated Demand Response

Customers have the option to implement Automated Demand Response (Auto DR) to receive increased incentives per average kilowatt. With the purchase of an OpenADR certified device or Building Automation System add-on (if available), your facility can respond automatically and reduce energy use according to pre-programmed curtailment strategies without manual intervention. Facility contacts will still receive event notifications. Email us at CommercialDR@AustinEnergy.com or contact your Key Account Manager for more information.

Program Requirements

Commercial DR participants must be Austin Energy customers with commercial electric service. Austin Energy will assist customers to ensure all participating facilities comply with the City of Austin's Energy Conservation Audit and Disclosure (ECAD) ordinance, unless exempt.

Your facility must be able to reduce energy use during DR events. Ideal candidates are businesses that can reduce energy use by approximately 10% during DR events, where the total energy savings exceeds 20 kW across all participating facilities. Some businesses (especially industrial companies) defer some, or all, of their energy use until after the end of the event.

Austin Energy will not call more than 25 events during the summer season (20-25 is average). Events may occur between 1:00 p.m. and 7:00 p.m. from June 1 through September 30 and last up to two hours. Emergency events may occur at any time.

- Participating businesses may not use standby or emergency generators to offset load. Only energy use reductions qualify.
- Standard Response DR participants will receive notification emails and/or texts at least **30 minutes** prior to the event start time.
- Fast Response DR participants will receive notification at least **10 minutes** prior to the event start time. To qualify for the 10-minute notification time, your facility must be set up for Auto DR or have a plan to install Auto DR equipment or software at your facility prior to May 31 of the year you enroll.
- Austin Energy may conduct test events year-round to take place during your enrolled program timeframe. Test events will be limited to one or two events per calendar year.
- To participate in an Austin Energy DR program and receive DR incentives, your facility must have an advanced (AMI) meter. If you want to participate and do not yet have an advanced meter, Austin Energy will install the necessary equipment at no additional cost to you, typically within four weeks of enrollment into the program. Austin Energy uses AMI meters to monitor participating customers' energy usage during DR events and ensure accurate estimates of energy savings and incentives.
- The minimum annual incentive payment is \$25. If a participating customer's total DR incentive does not exceed this value, Austin Energy will provide coaching to determine whether continued participation is feasible. The maximum annual incentive payment can reach up to \$78,000 per facility.
- From June through September, participating facilities shall not contract with the ERCOT Emergency Response Service (ERS) program for participation at times that overlap with your selected Austin Energy DR event times.
- Customers participating in the Summer 1:00 – 7:00 p.m. + Emergencies 24/7/365 option are subject to DR events year-round. These may, in extreme conditions, exceed 25 events per year with no single event lasting longer than two hours.
- Facilities participating in Summer 1:00 – 7:00 p.m.+ Emergencies 24/7/365 shall not contract with the ERCOT ERS program for any time period in any standard contract term (SCT).
- Customers may terminate their enrollment at any time. Austin Energy may terminate a customer's enrollment for a lack of participation or if the program is discontinued.

- Austin Energy will not be liable for any indirect, special, incidental, punitive or consequential damages, including but not limited to business interruption, loss of profits or expenses incurred arising out of the customer's reducing electric usage or participation in any DR offering.
- Participants assign all rights to environmental attributes and credits resulting from energy savings to Austin Energy. This includes renewable energy and carbon offset credits.

Appendix: Requirements for Issuing Incentive Payments to a Third Party

STEP 1: Provide a letter of authorization.

Letter must be signed by the account holder, authorizing the incentive payment to be made to an approved third party. Digital PDF signatures are accepted.

STEP 2: Register as a vendor with the City of Austin.

1. Already a registered City of Austin vendor? Skip to STEP 3.
2. To start registration, go to FinanceOnline.AustinTexas.gov and click **Create Account**.
3. You will be asked to create an account and provide a W-9.
4. Keep a record of your password so you can log back in later.
5. If you need assistance at any point in the registration process, contact the Vendor Registration Help Desk at 512-974-2018 or Vendor@AustinTexas.gov.

STEP 3: Enroll in the Commercial DR program.

Complete, sign and email the enrollment form to CommercialDR@AustinEnergy.com. If you want incentive payments sent by check to anyone other than the account holder, be sure to select the **Check to Third Party** option under the **Incentive Payment Type** section of the enrollment form. Also, make sure that the payee information matches the information submitted as part of the vendor registration (STEP 2).