

# Project Completion Agreement

To complete enrollment of your project and begin metering for payment, please complete the following form in its entirety and get a signature from your customer. The Project Completion Agreement (PCA) includes the following: 1) project description section and 2) the customer and aggregator signature sections. The PCA also includes Exhibit A: Project Completion Survey and Exhibit B: Program Project Completion Agreement Terms and Conditions.

Customer Name	Project Name	Project SAID
Project Address	Project Start Date	Electric Project Savings Estimate (Final)
Electric Project Customer Cost (Final)	Gas Project Savings Estimate (Final)	Gas Project Savings Cost (Final)

Project Completion Date

## Exhibit A: Project Completion Survey

For CUSTOMER Completion

Please complete the below survey, scoring the project benefits that influenced your interest in completing this project .

Project Benefits: (please rank each column on a scale of 1-5)

	Comfort	Energy Savings	Health & Safety	Productivity	Reliability	Other Value
No Benefit	1	1	1	1	1	1
	2	2	2	2	2	2
	3	3	3	3	3	3
	4	4	4	4	4	4
Primary Benefit	5	5	5	5	5	5

# Exhibit B: Project Completion Agreement

## BayREN Terms & Conditions

**Permission for Access:** I agree to allow utility regulators, such as the California Public Utilities Commission (CPUC) and Bay Area Regional Energy Network (BayREN) staff or subcontractors access to my facility to verify incentive eligibility for the installation of energy efficiency measures through the BayREN Business energy efficiency program. I agree to allow CPUC, BayREN staff, and its sub-contractors access to my facility to conduct Program evaluation and quality assurance activities. I understand that in some cases, a verification inspection may be required after the installation of

energy efficiency measures. I realize that these activities may require BayREN staff or its subcontractors to extend ladders, and to open lighting fixtures and service hatches throughout the facility. BayREN staff or its subcontractors will coordinate visits to the facility with the Owner, to minimize any disruptions or inconvenience to the Owner.

**Liability:** I understand that Aggregators and contractors are receiving ratepayer funds administered by BayREN through the San Francisco Environment Department for participating in BayREN Business, but I agree that neither BayREN, San Francisco Environment Department, nor the City and County of San Francisco is liable for any losses or damages, including incidental or consequential damages, arising from this Agreement.

**I understand that signing this Agreement does not obligate me, nor does it guarantee the extension of any benefits to my business.**

**Confidentiality:** BayREN will not use the names or identifying characteristics of the Owner or Owner's Facility for published project reports, advertising, sales promotion or other publicity or public disclosure without the Owner's written approval. Customer will not use the names or identifying characteristics of BayREN Business for any advertising, sales promotion or publicity or public disclosure of any kind without prior written approval by BayREN staff.

**Sunshine Ordinance:** I agree that this Agreement and other related customer records provided to BayREN, its agents and subcontractors shall be treated as if they are public records under the California Public records Act and the San Francisco Sunshine Ordinance and will be made available to members of the public upon request if these laws require such action.

**Ownership of Information:** BayREN may provide the Owner with information about its findings regarding this project, but BayREN shall have all ownership rights, including exclusive copyright ownership, in all data, reports, research results, summaries, information, or other written, recorded, photographic or visual materials (hereinafter "Information") produced and collected during the term of this agreement.

**If Tenant:** The Owner's tenant who controls the leased facility, by executing this agreement, assumes the rights & obligations of the Owner hereunder.

**Customer Feedback:** I agree to be contacted by BayREN staff and its subcontractors in order to provide feedback on the BayREN Business energy efficiency program.

*[signature page to follow]*



Customer has reviewed and agrees to the following; Project Information, Exhibit A: Project Completion Survey and Exhibit B: Project Completion Agreement Terms and Conditions. To the best of their knowledge, customer agrees that the information provided herein is accurate and complete. Aggregator agrees that the information as presented is accurate, the project abides by all program rules, project installation is complete, and all permits (as applicable) have been signed off.

**Building Owner/Manager/Customer Representative**

**Aggregator**

Attestation

Attestation

All Information as presented is accurate

All Information as presented is accurate

I agree to allow aggregation of my savings through the Demand FLEXMarket

This project abides by all program rules

Installation is complete and permits have been signed

Customer Signature

Date

Aggregator Signature

Date

Customer Contact Name

Aggregator Name

Customer Contact Title

Aggregator Title

Customer Contact Email

Aggregator Company

Customer Contact Phone

Aggregator Email

Aggregator Phone