



# CHEF Manual

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## WELCOME

Welcome to the 2021 CenterPoint Energy Commercial High Efficiency Foodservice Program.

This guide provides you with program information for your participation in the CenterPoint Energy Commercial High Efficiency Foodservice (CHEF) Program.

CenterPoint Energy has contracted with TRC Companies (TRC) to implement the Commercial High Efficiency Foodservice Program for 2021. TRC Companies is nationally recognized for their successful program design and implementation of utility distributed energy solutions. TRC's dedicated program team works closely with CenterPoint Energy program staff to support all Trade Allies in the commercial foodservice market and succeed in the CHEF Program.



We all look forward to working with you to advance energy efficiency equipment and practices in Texas's commercial foodservice industry. Should you run into any problems or have additional questions, please do not hesitate to call us. We are here to help you.

Thank you for your participation.

## CONTACTS

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## OVERVIEW

The CenterPoint Energy CHEF Program is a pilot commercial market transformation program offered by CenterPoint Energy and implemented by TRC Companies. The program goal is to introduce measures that encourage the adoption of qualified energy-efficient equipment in commercial kitchens in CenterPoint Energy's electric service area and help achieve the State's Energy Efficiency Goal.

Funding for the CenterPoint CHEF Program comes from transmission and distribution charges paid by electricity consumers. As such, we strive to deliver the Program in a market neutral, non-discriminatory manner to all eligible customers and all areas of CenterPoint Energy's electric utility service area.

As a market transformation program, the CenterPoint Energy CHEF program works closely with commercial foodservice market actors to promote incentives and education to reduce market barriers and encourage the adoption of energy-efficient equipment and best practices.



## CENTERPOINT ENERGY, TRC & YOU

CenterPoint Energy is a transmission and distribution utility (TDU) that provides safe and reliable electric service to over 2.5 million customers in the Greater Houston metro area. As a TDU in the deregulated electricity market, CenterPoint Energy, as required by the Public Utility Commission of Texas (PUCT), offers various energy efficiency programs to customers that provide value and verified savings.

TRC is one of the largest implementers of energy efficiency projects in the United States and partners with government, industrial and commercial customers to deliver energy savings. TRC manages energy efficiency projects to ensure customers conserve energy, increase operational efficiencies and minimize capital spending.

With your help, CenterPoint Energy, TRC, and the CHEF Program can contribute to the State of Texas' energy savings goals and benefit commercial foodservice stakeholders in the region through incentives, education, and reduced costs.

## PROGRAM PROCESS AND SAVINGS

The CHEF Program connects eligible businesses with participating distributors who can offer an instant rebate on ENERGY STAR® rated foodservice appliances. The program combines a supply-side participant incentive (SPIF) and a prescriptive equipment incentive for the end-user. The end-user incentives help distributors reduce the incremental cost differences between energy-efficient and conventional equipment. Meanwhile, the Market Network Partner supply-side incentive helps ease any administrative burden associated with the Program.

## QUALIFYING EQUIPMENT AND INCENTIVES<sup>1</sup>

Equipment must be ENERGY STAR® qualified, and incentives are only eligible for new electric appliances. The incentive range will vary based on the following equipment types:

- Commercial Dishwasher
- Commercial Ice Maker
- Commercial Combination Oven
- Commercial Convection Oven
- Commercial Fryers
- Commercial Steam Cooker
- Hot Food Holding Cabinets
- Commercial Solid or Glass Door Reach-in Refrigerators or Freezers



<sup>1</sup> Please see Appendix for complete list of ENERGY STAR qualifying equipment.

## QUALIFYING EQUIPMENT AND INCENTIVES<sup>1</sup>

Electric equipment	Equipment description	Customer Incentive/unit Electric water heating*	Customer Incentive/unit Sanitation method = high temp gas water heating*
Commercial dishwasher†	Stationary single tank door	\$1,300	\$600
	Multiple tank rack conveyor		
	Single tank rack conveyor		
	Pot, pan & utensil	\$250	\$50
	Under counter		
Electric equipment	Equipment description	Customer Incentive/unit	
Commercial ice maker†	Harvest rate: 300-799 lbs ice/day	\$50	
	Harvest rate: 800-1,499 lbs ice/day	\$150	
	Harvest rate: ≥1,500 lbs ice/day	\$250	
Combination oven†	Pan capacity 5-14 pans	\$650	
	Pan capacity 15-20 pans	\$1,400	
Convection oven†	Full-size	\$200	
Fryer†	Large and standard vat	\$400	
Steam cooker†	3-pan capacity	\$1,300	
	4-pan capacity	\$1,500	
	5-pan capacity	\$1,700	
	6-pan capacity or greater	\$1,900	
Hot food holding cabinet†	Greater than 28 ft³	\$800	
	13-27.99 ft³	\$500	
	Up to 12.99 ft³	\$50	
Vertical solid or glass (transparent) door reach-in refrigerator†	Up to 14.99 ft³	\$50	
	15-29.99 ft³	\$50	
	30-49.99 ft³	\$100	
	Greater than 50 ft³	\$150	
Vertical solid or glass (transparent) door reach-in freezer†	Up to 14.99 ft³	\$50	
	15-29.99 ft³	\$150	
	30-49.99 ft³	\$250	
	Greater than 50 ft³	\$350	

<sup>1</sup> Please go to [www.CenterPointEnergy.com/CHEF](http://www.CenterPointEnergy.com/CHEF) for a complete Qualified Products List

## PARTICIPANT REQUIREMENTS

The CHEF Program is a Midstream Program. There are no Direct-to-Customer rebates.

All participants must complete a Vendor Application, W-9, and Participant Agreement on file. Participants that qualify to join the Market Network Program include organizations and Trade Allies that sell qualified ENERGY STAR® equipment to eligible customers, including:

- Wholesale Distributors
- Direct Sale Manufacturers
- Direct Sale Manufacturer Representatives
- Brand Dealers
- Design Consultants
- Buying Groups
- Franchise Groups
- Service and Management Companies

## CUSTOMER ELIGIBILITY

### Account requirements

Eligible customers must meet the following criteria:

- Customers must be located within the Greater-Houston area of CenterPoint Energy's service territory and receive an electric distribution from CenterPoint Energy
- Customers must have qualified equipment installed on a non-residential meter in CenterPoint Energy's service territory
- Customers must have a 22 ESIID number that starts with 100890-XXXXXXXXXXXXXXXXXX  
[Check here to confirm eligibility](#)

### Eligible Commercial Businesses

Commercial kitchens can vary significantly based on their purpose and customer base.

Eligible customers for the CHEF program are businesses involved in commercial foodservice preparation, including:

- Full Menu Restaurant
- Bars & Taverns
- Quick Service Restaurants (QSR)
- Stadium & Entertainment Venues
- Schools K-12
- Contract Feeders
- Colleges/Universities
- Military
- Healthcare
- Hotels & Motels
- Supermarket Deli & Bakeries
- Virtual/Ghost Kitchens
- Convenience Stores



# CHEF PROGRAM OVERVIEW

The CHEF Program is a midstream instant rebate program. An eligible customer will purchase their equipment and receive a discount on the qualifying equipment immediately. Upon completing the sale, the Market Network Partner must apply to CenterPoint Energy for their incentive.

## PROCESS<sup>2</sup>

CenterPoint Energy uses a platform, AEG Vision, for Market Network Partner applications, approval, data collection, and incentive processing. Please feel free to contact program management if you have questions or need help with an application.

### Joining the Market Partner Network, becoming a CHEF Participant

- New participants register on CenterPoint Energy's Energy Efficiency Sponsor Portal
- Participants will need to complete a sponsor application and upload their:
  - W9
  - CenterPoint Energy Vendor Agreement
  - Participation Agreement (MOU)

### Application Process<sup>3</sup>

- Participants can apply for incentives through the CHEF Portal
- Participants can apply with either a stand-alone application or bulk upload
- Incentive applications over \$7500 per Customer need pre-approval

## QUALITY ASSURANCE/QUALITY CONTROL

We review each incentive request to validate equipment and program eligibility. Additional QA/QC is achieved through site visits to verify that installed products match incentive claims.

As needed, results are shared with distributors to recognize achievements or suggest corrective actions. Should participants deviate from the program requirements stated in this guide, corrective action may be taken, such as:

**Step 1:** Program management will notify the distributor and discuss corrective action.

**Step 2:** Program management will notify the distributor, and the incentive may be forfeited at the Program's discretion.

**Step 3:** Program management will notify and may suspend the distributor from participating for the program year's remainder at the Program's discretion.

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<sup>2</sup> Please see Appendix for Sponsor Portal Application Instructions

<sup>3</sup> Please see Appendix for Application Instructions in Appendix

## PROGRAM IMPLEMENTATION

The CHEF program will provide support throughout the Program to ensure participant success and, ultimately, market transformation.

### Outreach and Marketing

TRC seeks to engage stakeholders from multiple markets to promote CenterPoint Energy's CHEF Program.

### Training

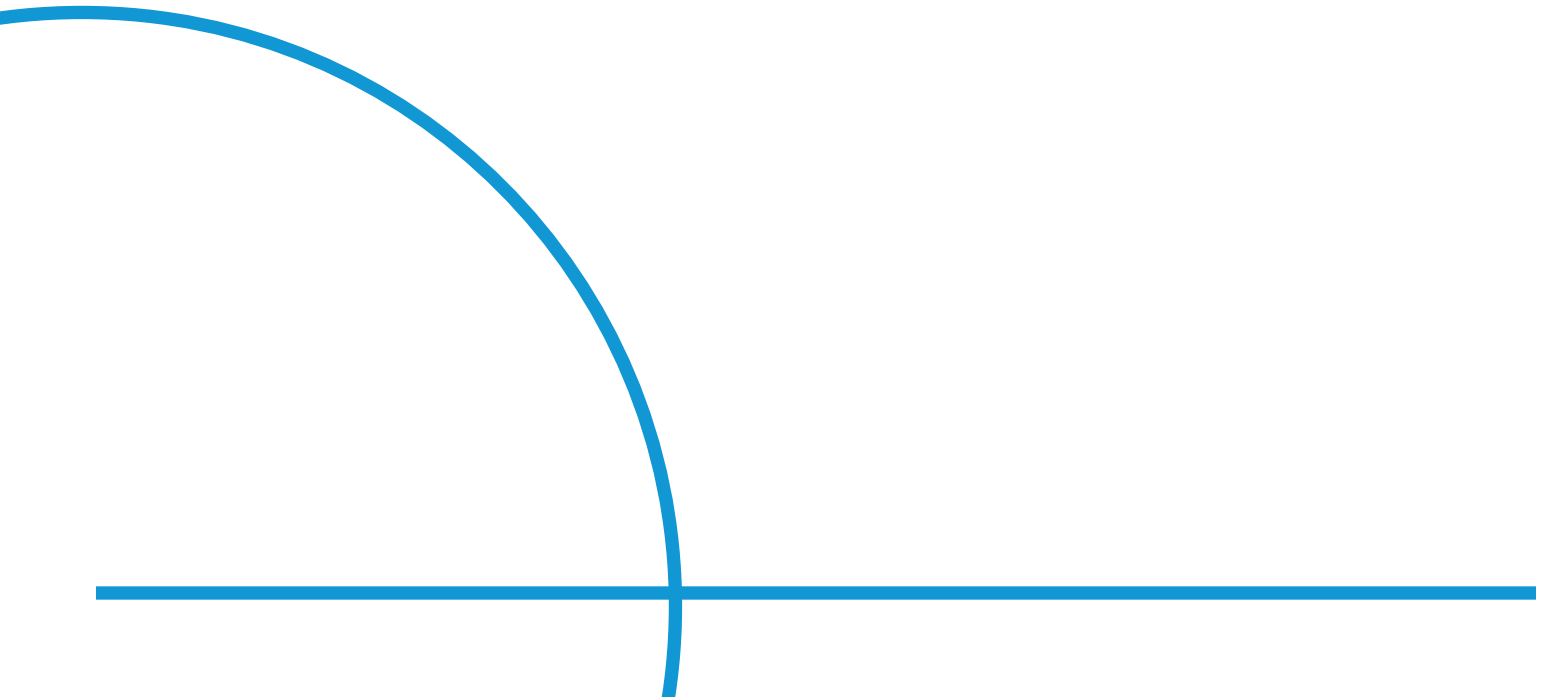
The Program can guide participants in promoting the ENERGY STAR® brand, communicating the associated benefits of buying ENERGY STAR® high-efficiency equipment, and improving their Customers' bottom line.

Additional training workshops focusing on energy-efficient equipment and best practices will be shared throughout the program and the Trade Allies network in the commercial foodservice market to promote the CHEF program and its participants.

### Availability

Please do not hesitate to call or email if you have a question. We are keen to share this program with the Houston foodservice community and welcome your questions and feedback. Your success is our success.

# Instructions for Participant Enrollment



STEP 1:

Go to <https://cnpsponsor.programprocessing.com>

Energy Efficiency Sponsor Portal

CenterPoint Energy's Energy Efficiency Mission Statement

To effectively and productively create and implement energy efficiency programs for all customer classes that will achieve demand and energy savings, while enabling the market to take advantage of new technologies.

General Participation Information

CenterPoint Energy's energy efficiency programs are designed to comply with state legislation requiring each investor-owned utility to implement energy efficiency incentives programs in a market-neutral, nondiscriminatory manner, that will reduce electric energy peak demand through either standard offer or market transformation programs.

All Energy Conservation Measures must be installed within CenterPoint Energy's Houston Electric footprint. The ESID that is unique to CenterPoint Energy Houston Electric's transmission and distribution area is **1008901**.

All sponsors are required to first complete the sponsor registration process by clicking on the [Sponsor Application](#) link above. This task needs to be completed prior to participating in the programs and only needs to be completed one time.



[Sponsor Application](#) 

[Existing Sponsor](#) 

STEP 2:

If you are not currently registered with CenterPoint Energy, choose: **Sponsor Application**

Thank you for your interest in our Energy Efficiency Programs.

Complete your Sponsor Application in 3 easy steps:

- 1. Complete the Sponsor Application
- 2. Upload required sponsor program documents  
(note: not all documents are required for every program)
  - Completed W-9 ([Click for Form](#))
  - Vendor Master Agreement ([Click for form](#))
  - Participation Agreement (for specific program)
- 3. Get Approved

For a printed instruction guide on how to complete your online application, download the [CenterPoint Energy Sponsor Online Portal User Guide](#).

Are you ready to begin your application?

[Begin Application](#) 

STEP 3:

To begin the Sponsor Application, you will need a signed copy of your:

- a. W9
- b. CenterPoint Energy Vendor Master Agreement
- c. Participant Agreement

STEP 4:

If you are already a past participant, please enter your email and password.

If you are a new participant, choose: **Create Account**

Returning User? Please Log In:

Email Address: \*

Enter Email Address

Password: \*

Enter Password

Account Login

Forgot your password? Click HERE to retrieve it

New User? Please Create An Account:

Create Account

STEP 5:

Enter required fields and **Submit**

Account Details

First Name

Enter First Name

Last Name

Enter Last Name

Email

Enter Email Address

Re-Enter Email

Re-Enter Email Address

Password

Re-enter Password

Submit

STEP 6:

Once you have submitted your information, you will return to the login screen.

STEP 7:

Login

STEP 8:

You will be asked if you are a registered sponsor, if you are new, choose: **No**

Registered Sponsor

Are you currently a Registered Sponsor? \*

-Select-

Continue

STEP 9:  
Complete **Sponsor  
Premise Contact**  
and Continue

Sponsor Premise Contact

ABC, ABC CENTERPOINT ENERGY SERVICE COMPANY LLC 1111 LOUISIANA ST

First Name: \* First & Last or Company

ABC

Last Name: \* First & Last or Company

ABC

Company: \* First & Last or Company

ABC

Address: \*

123 MAIN

Address (cont):

Address (continued)

City: \*

HOUSTON

State/Province: \*

TEXAS

Postal Code: \*

77002

Phone: \*

1232456789

eMail: \*

test@test.com

STEP 10:  
Under Program  
Selection choose,  
**CHEF: Commercial  
High Efficiency  
Foodservice**

Program Selection

Which program would you like to apply to: \*

Advanced Lighting

CHEF: Commercial High Efficiency Foodservice

Commercial and Industrial Standard Offer

Commercial Cool Saver

Commercial Load Management 2020

Commercial Load Management 2021

Commercial MTP-DCEEP

Commercial MTP-HEEP

Commercial MTP-SCORE

Commercial Retro-Commissioning

Efficiency Connection

Hard-to-Reach Standard Offer

High Efficiency Homes

Historic Data - 2015 - 2019

Historic Data - CSOP

Historic Data - Residential Load Management

Midstream MTP

Multi Family Direct Install

Multi Family HENC and WSH

>

 - OR - 

Save & Complete Later >

**STEP 11:**  
Complete the **Sponsor Questionnaire**, and choose **Continue**

CenterPoint  
Energy

HOME

SPONSOR APPLICATION

MANAGE APPLICATIONS

EXISTING SPONSORS

CONTACT US

CENTERPOINTEFFICIENCY.COM

Sponsor Questionnaire

Please click here to download the CHEF Program Participant Agreement (MOU).

Program Participant has reviewed, signed and will upload requested documents and agrees to abide by CHEF 2021 Guidelines \*

☐ I Agree

What is your company's role in the commercial foodservice space? \*

-Select-

-Select-

Equipment Manufacturer

Equipment Manufacturer Rep

Wholesale Distributor

Buying Group

Dealer

Design Consultant

Franchisor

Service and Maintenance Companies

Other

Continue >

- OR -

Save & Complete Later >

Stay Connected

**STEP 12:**  
Upload your W9, CenterPoint Energy Vendor Master Agreement and Participant Agreement and **Complete Application**

CenterPoint  
Energy

HOME

SPONSOR APPLICATION

MANAGE APPLICATIONS

EXISTING SPONSORS

CONTACT US

CENTERPOINTEFFICIENCY.COM

Document Uploader

Document Upload +

W9 Form

Document Upload +

Vendor Master

Document Upload +

Participation Agreement

Back >

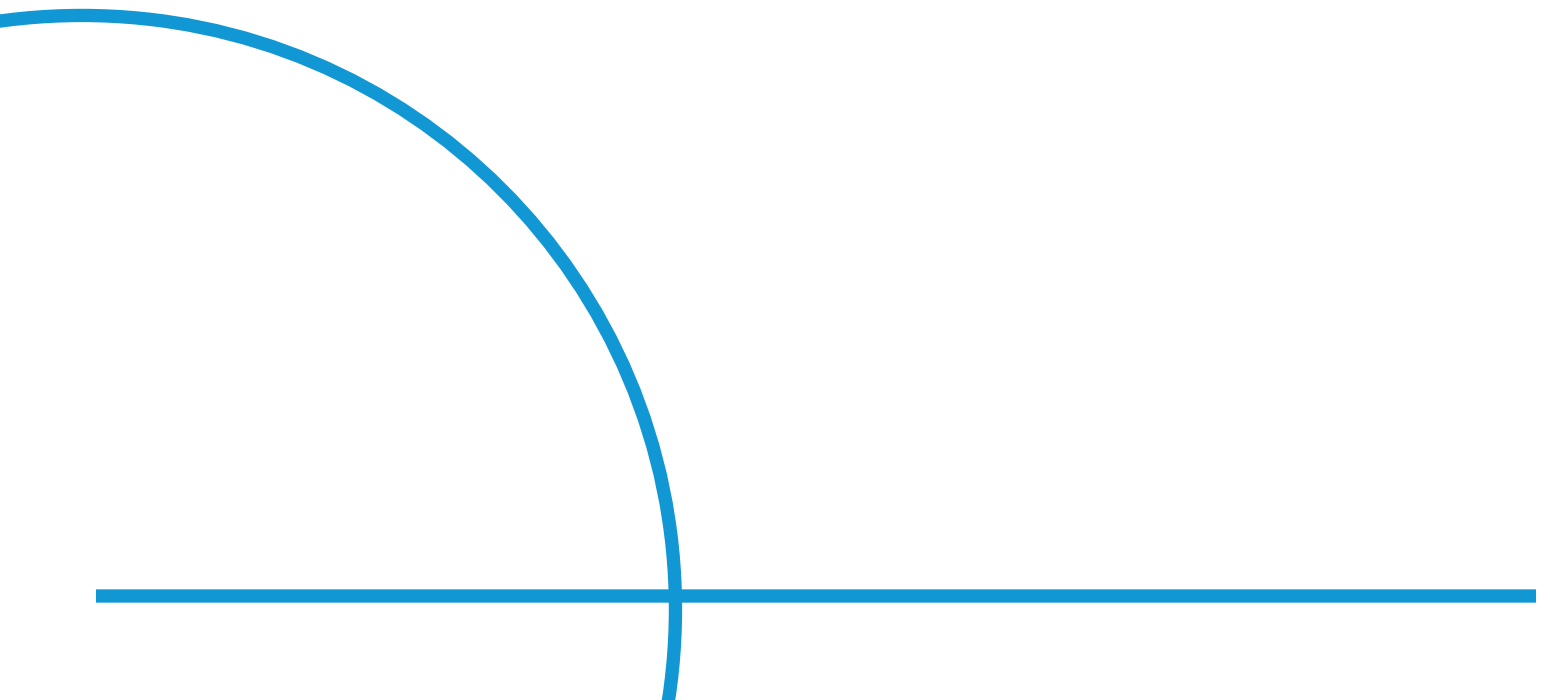
Complete Application >

- OR -

Save & Complete Later >

Thank you for registering as a Market Network Partner for Centerpoint Energy’s CHEF Program.

# Instructions for Stand Alone Incentive Application



## AEG VISION

Market Network Partner

<https://chef.programprocessing.com>

### STEP 1:

Please scroll down to the bottom of the page, select **Stand-Alone Application**

#### Program Contacts

Austin Pooley, Program Manager  
[austin.pooley@centerpointenergy.com](mailto:austin.pooley@centerpointenergy.com)  
713-207-5155

Julia Emerson  
[jemerson@trccompanies.com](mailto:jemerson@trccompanies.com)  
281-841-9927

[Rebate portal for approved MPN members](#)

#### How to Apply:

##### Stand-alone Application

For individual applications per customer

[Stand-Alone Application >](#)

##### Bulk Upload Application

For multiple sales and multiple customers

[Bulk Upload Application >](#)

### STEP 2:

Select **Begin Application**



[HOME](#)

[START AN APPLICATION](#)

[MANAGE APPLICATIONS](#)

## Program Application

Thank you for your interest in this program.

To complete the application process, you will need to enter details regarding the following items:

- A valid account in our system, which can be created when you start your application or have been created prior to this application
- Your contact information (utility account number, address, telephone, etc)
- The location contact information (where the proposed changes will occur)
- The contractor's contact information (who will be performing the installation)
- A description of the work to be completed

Are you ready to begin your application?

[Begin Application >](#)

# INSTRUCTIONS FOR STAND ALONE INCENTIVE APPLICATION

## STEP 3:

Log in to your account

[HOME](#)[START AN APPLICATION](#)[MANAGE APPLICATIONS](#)

Returning User? Please Log In:

Email Address: \*

Password: \*

Account Login

Forgot your password? Click [HERE](#) to retrieve it

## STEP 4:

Enter the Customer  
ESI ID number.

**Click here** to search  
by address and  
zip code

[HOME](#)[START AN APPLICATION](#)[MANAGE APPLICATIONS](#)

## Program Application

Thank you for your interest in this program.

To complete the application process, you will need to enter details regarding the following items:

- A valid account in our system, which can be created when you start your application or have been created prior to this application
- Your contact information (utility account number, address, telephone, etc)
- The location contact information (where the proposed changes will occur)
- The contractor's contact information (who will be performing the installation)
- A description of the work to be completed
- **Please enter your ESID number in the account number field below**
- **If your site address does not match the ESID address generated after pressing continue, click on the back button on your browser to input the correct ESID**

Please enter the following customer validation information below

Your account number (as it is shown on your bill)

Continue



# INSTRUCTIONS FOR STAND ALONE INCENTIVE APPLICATION

## STEP 5:

Confirm Customer address and click on the "green circle".

Confirm again by selecting **OK**

- A valid account in our system, which can be created
- Your contact information (utility account number)
- The location contact information (where the project is located)
- The contractor's contact information (who will be completing the work)
- A description of the work to be completed
- **Please enter your ESID number in the account number field below.**
- **If your site address does not match the ESID address generated after pressing continue, click on the back button on your browser to input the correct ESID**


chef.programprocessing.com says  
This will begin the application process for this address contact.  
Are you sure you want to do this?

OK

Cancel

to this applicati

The following records have been located using the information you provided.  
Please select the appropriate account record from the list below.

1111 LOUISIANA ST 

Premise City

Houston

Premise State

Tx

Premise Zip

77002

Rate Cl

E\_svl

## STEP 6:

Enter CHEF Customer, Installer, and Distributor information.

Note: You can search and select your name in the Contractors list and **Continue**

Please Select the CHEF Distributor Information From the Contractor List:


Select Contractor From Pick List: \*

[Click Here To Search For A Contractor](#) 

Current Selected Contractor: ABC

Continue 

- OR -

[Save & Complete Later](#) 

# INSTRUCTIONS FOR STAND ALONE INCENTIVE APPLICATION

## STEP 7:

Select the  
“green circle”  
to **Add Equipment  
Items**

Equipment Selection

Note: Enter the model number exactly as seen in the ENERGY STAR Dataset list here: [ENERGY STAR Product Finder API & Datasets | EPA ENERGY STAR](#). If you have questions, please call 281-841-9927.

New Project: Add Equipment Items

+

>

Please add equipment to this project using the button above.

If you believe you entered correct information but cannot locate your item in the application, you may manually add the product. Or, look for your model number in the Energy Star Dataset link above. For any additional questions, please call 281-841-9927.

Back

>

Continue

>

- OR -

Save & Complete Later

>

## STEP 8:

Choose **CHEF  
Measures** then  
**Food Service**

Add Equipment

Choose Your Equipment:

Select your equipment through the following categories:

CHEF Measures

Add Equipment

Current Navigation:

Catalog Home

CHEF Measures

Select your equipment through the following categories:

Food Service

## STEP 9:

Select your equipment by clicking the green circle under **Action** for each equipment type

Add Equipment

Current Navigation:

Catalog Home
CHEF Measures
Food Service

Please select from the following list of measures:

Name	Action
ENERGY STAR COMBINATION OVEN	+
ENERGY STAR COMMERCIAL DISHWASHERS	+
ENERGY STAR COMMERCIAL HOT FOOD HOLDING CABINETS	+
ENERGY STAR ELECTRIC CONVECTION OVEN	+
ENERGY STAR ELECTRIC FRYERS	+
ENERGY STAR ELECTRIC STEAM COOKERS	+
SOLID AND GLASS DOOR REACH-INS	+

Page: 1
<Page 1> Viewing 1 - 7 of 7 Records

## STEP 10:

Please enter the exact model number as seen in the Qualified Product List

NOTE: Please use the Qualified Product List. Not everything in ENERGY STAR qualifies in this program. If you encounter a problem, you can enter your model number manually. Or, please call 281-841-9927 for help.

Add Equipment

Enter values for the questions listed below, exactly as they are found on the packaging/description of the item you wish to add. Please enter as much information as possible to help us locate the correct item.

*Note: You may skip entering a value for a question if you cannot locate one. However, skipping too many values might prohibit our ability to locate the item you are attempting to add.*

Brand Name

Model Number

SUBMIT INFORMATION AND CONTINUE

Start Over

**STEP 11:**

Confirm equipment  
type and quantity

**Add Equipment**

We've located the equipment that we think matches the item you are attempting to add.

Please review the information displayed below to verify that it is the correct item you would like to add. If the information is correct, press the button below to add the item to your application.

ENERGY STAR UNIQUE ID	2355485
BRAND NAME	True Refrigeration
MODEL NUMBER	STR1R-1G-HC
TYPE	Vertical Transparent Door Refrigerator
CONFIGURATION VERTICALCHEST	Vertical
PRODUCT DESCRIPTION	Reach-in
DEFROST TYPE	Automatic
NUMBER OF DOORS	1
VOLUME CU FT	22.86
HEIGHT IN	78.25
WIDTH IN	27.5
DEPTH IN	33.75
REFRIGERANT TYPE	R-290
DATE QUALIFIED	03/02/2020
ENERGY USE DAILY ENERGY CONSUMPTION KWHDAY	1.74

Quantity  \*

YES, THE INFORMATION MATCHES AND IT'S THE ITEM I'D LIKE TO ADD

[← Start Over](#)

# INSTRUCTIONS FOR STAND ALONE INCENTIVE APPLICATION

## STEP 12:

Enter equipment and sales details, select **Continue**

Add Equipment

PRODUCT DESCRIPTION

ESTIMATED DATE INSTALLED (mm/dd/yyyy) \*

DATE QUALIFIED (mm/dd/yyyy)

DEFROST TYPE

DEPTH (IN.)

DESCRIPTION

INCENTIVE

CONFIGURATION (VERTICAL/CHEST)

HEIGHT (IN.)

KW IMPACT

KWH IMPACT

BRAND NAME

MODEL NUMBER

ADDITIONAL MODEL INFORMATION

NUMBER OF DOORS

QUANTITY \*

ENERGY STAR UNIQUE ID \*

REFRIGERANT TYPE

SERIAL NUMBER

ALGORITHM - SLOPE - BL

ALGORITHM - INTERCEPT - BL

TYPE

Equipment Details

Reach-in

03/02/2020

Automatic

33.75

Vertical

78.25

True Refrigeration

STR1R-1G-HC

1

1

2355485

R-290

Vertical Transparent Door Refrigerator

## STEP 13:

Enter equipment and sales details, select **Continue**

Document Upload

Please upload all invoicing associated with the equipment installed for this site. If you have multiple files you will need to combine them into one file or into a zip file.

Document Upload

CHEF Invoicing Documentation

All Items Have Been Completed

Back

Continue

- OR -

Save & Complete Later

## STEP 14:

The **Measure Summary** displays your equipment and incentives

### Measure Summary

#### Measure Summary

Measure Name	Number Units	Incentive Amount	Admin Incentive	Pass-Through Incentive	Brand Name	Model Number	Retail Price
ENERGY STAR Combination Oven	1	1500	100	1400	Angelo Po	FX82E3	10000
ENERGY STAR Commercial Hot Food Holding Cabinets	1	600	100	500	Cambro	CMBH1826T	5000
<b>Total Incentive</b>		<b>\$2100</b>					

[Back](#)
[Complete Application](#)

- OR -

[Save & Complete Later](#)

## STEP 15:

Select **Complete Application** and finish on your personalized dashboard.

The dashboard allows you to view all your applications. You can also communicate with the program administrator from this page.


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[START AN APPLICATION](#)
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[CONTACT US](#)

Quick Actions

Action

My Applications

My Contacts

My Account

Log Out

Analytics

Item

Total

# Of Applications

4

Total Rebates Paid

Applications By Status

Status

# of Apps

Add Contractor

1

Application Submitted (Distributor)

2