



Focus on Energy Renewable Energy Program

Proposal Guidelines

2007 – 2008

Wind Energy Implementation Grant

For systems of
over 20 kW and no more than 100 kW

Proposals are due on
the last Wednesday
of the month

This document is
valid through
December 31, 2008

Funds distributed on
a first-approved
basis

Questions related to proposal submission should be directed to:

Focus on Energy Renewable Energy Program at:
888.476.9534 or 608.441.3840 or
renewableapplications@focusonenergy.com

Focus on Energy Renewable Energy Program
431 Charmany Drive ~ Madison, WI 53719

Implementation Grant Guidelines

What is Focus on Energy?

Focus on Energy works with eligible Wisconsin residents and businesses to install cost effective energy efficiency and renewable energy projects. Focus information, resources and financial incentives help to implement projects that otherwise would not get completed, or to complete projects sooner than scheduled. Its efforts help Wisconsin residents and businesses manage rising energy costs, promote in-state economic development, protect our environment and control the state's growing demand for electricity and natural gas.

What is an Implementation Grant?

Implementation Grants provide financial support for the installation of commercially available renewable energy systems that produce electricity and/or thermal energy. For smaller residential or non-residential electric or thermal renewable energy systems, please use the Cash-Back Reward application forms, available at www.focusonenergy.com or call 800-762-7077.

Focus on Energy's policy limits awards to no more than \$260,000 to any individual or business during each fiscal year. This includes projects contracted between July 1, 2007 and December 31, 2008. There is no restriction on the number of contracts an individual or business can receive within the \$260,000 fiscal year limit.

Important!

Before you order, purchase or begin to install any system components, and before you sign an installation contract, your application must be approved by Focus on Energy and you must sign an Implementation Grant Agreement form. Payment of the Implementation Grant is made to you after the renewable energy system is installed and you submit a complete Notice of Installation.

Who is Eligible?

Businesses, organizations, institutions, and state, county, local or tribal governments are eligible if they purchase natural gas or electricity from a Wisconsin utility participating in the Focus on Energy Program. If the renewable energy project is reducing/replacing electricity consumption, you must be a customer of one of the following electrical utilities:

Alliant Energy
Argyle Electric & Water Utility
Belmont Municipal Light & Water
Benton Electric & Water Utility
Bloomer Electric & Water Utility
Cadott Light & Water Dept.
Cashton Light & Water
Centuria Municipal Electric Utility
Consolidated Water & Power Co.
Cornell Municipal Light Dept.
Cumberland Municipal Utility
Dahlberg Light & Power Co.
Eau Claire Energy Cooperative
Elroy Electric & Water Utility
Gresham Water & Electric Plant

Kiel Utilities
La Farge Municipal Utilities
Madison Gas & Electric
Manitowoc Public Utilities
Mazomanie Electric Utility
Medford Electric Utility
North Central Power Co. Inc.
Northwestern Wisconsin Electric Co.
Pardeeville Public Utilities
Pioneer Power & Light Co.
Price Electric Coop.
Princeton Light & Water Dept.
Rice Lake Utilities
Richland Electric Coop.
Scenic Rivers Energy Coop.

Shawano Municipal Utilities
Shullsburg Electric Utility
Spooner Municipal Electric Utility
Stratford Water & Electric Dept.
Superior Water, Light & Power Co.
Viola Municipal Electric Utility
We Energies
Westfield Electric Co.
Wisconsin Dells Water & Light Utility
Wisconsin Public Service Corp.
Wonewoc Water & Light Dept.
Xcel Energy

OR, if your electric provider is not listed above, AND if your renewable energy project is reducing/replacing natural gas consumption, you must be a customer of one of the following natural gas utilities to be eligible:

Alliant Energy
Midwest Natural Gas, Inc.
We Energies

City Gas Company
St. Croix Valley Natural Gas
Wisconsin Public Service

Madison Gas & Electric
Superior Water, Light & Power
Xcel Energy

Other Eligibility Requirements

1. Collaborations or partnerships with non-eligible entities are allowed, but the grant must support a project in an eligible territory. The applicant must be the majority owner of the renewable energy system.
2. The project's simple payback period must be greater than two years. Payback period is defined as: (total estimated cost of the project) divided by (the estimated annual savings minus annual recurring costs such as additional estimated operation and maintenance costs).
3. The proposed project must be replacing/saving natural gas or electricity. Projects replacing/saving other fuels such as propane, coal or oil do not qualify. Projects that improve the efficiency of an existing renewable energy system are eligible if the project results in additional renewable energy use.
4. Focus on Energy's policy limits awards to no more than \$260,000, for any combination of grant types, to any individual or business during each fiscal year. This includes projects contracted between July 1, 2007 and December 31, 2008. There is no restriction on the number of contracts an individual or business can receive within the \$260,000 fiscal year limit.

How do I Apply for an Implementation Grant?

Fill out the Implementation Grant application, which is included as Appendix A at the end of this document. Be sure to complete all relevant sections, attach requested supporting information and have the application signed and dated. Applications must be received by noon on the last Wednesday of the month to be considered for the next month's grant review meeting. Should the last Wednesday fall on a Federal holiday, the proposal is due on the last Tuesday of the month. Incomplete applications will not be reviewed by committee until they are made complete.

Please mail or e-mail one original or electronically signed application with any supporting documentation to:

Renewable Energy Program
Focus on Energy
431 Charmany Drive
Madison, WI 53719

E-mail: renewableapplications@focusonenergy.com

Keep a copy of your application materials for your records.

What Happens After I Apply for an Implementation Grant?

Implementation Grant applications are reviewed monthly on a first-approved basis and are subject to availability of funds. Focus on Energy Staff review and score the grant applications based on the following:

25% of score	Impact of project to advance renewable energy markets
25% of score	Reasonableness of costs, proposed installation time schedule, amount of cost share
25% of score	Adequacy of equipment, installers and energy calculations
25% of score	Readiness to proceed with project (feasibility studies, financing, installation date, permits, power purchase agreements, etc.)

All proposals must include sufficient information to allow the above factors to be evaluated. Only applicants that furnish complete information will be considered for evaluation. Partial proposals will not be considered. The Focus on Energy Renewable Energy Program reserves the right to make final selections.

What Happens if my Grant Proposal is Approved?

If notified that you have been awarded a grant, you will be sent an Implementation Grant Agreement form and a W9 tax form which you must sign and mail back to Focus on Energy within 30 days. The Implementation Grant Agreement form contains terms and conditions you must follow, which are shown in the next section.

If a wind turbine project must obtain a building permit and/or a conditional use permit from the local municipality before the wind electric system can be installed, a copy of this permit must be submitted to Focus on Energy before a Notice of Installation is sent to you.

Before you order, purchase or begin to install any system components, or before you sign an installation contract, your application must be approved by Focus on Energy and you must sign an Implementation Grant Agreement form.

If your system's expected electricity production changes by more than 20 percent after your Implementation Grant is approved, please update the information on the system in writing with the contact information listed on the cover sheet of this application. If the system's updated application is not approved by Focus on Energy, additional funds will not be awarded to the system.

To receive the grant funds, you must submit a Notice of Installation after the renewable energy system has been installed. The Notice of Installation form will be mailed to you with the Implementation Grant Agreement form and a W9 tax form.

The Implementation Grant funds will be paid within 60 days after the complete Notice of Installation has been received and approved by Focus on Energy.

General Terms and Conditions

The following terms and conditions apply to all Implementation Grants:

1. The installation must comply with all applicable federal, state and local codes and regulations governing the installation and operation of renewable energy systems. Electric renewable energy systems must comply with the Wisconsin Electrical Safety Code (Volumes 1 and 2). Solar water heating systems must comply with the Wisconsin Plumbing Code.
2. Required Warranties:
 - a. Two-year Installation Warranty. The system must include at least a two-year installation warranty that covers any defect in the workmanship of the installation.
 - b. One-year Equipment Warranty. All major system components, including any remanufactured or used equipment, must have at least a one-year warranty.
3. Grants are funded on a competitive basis. Grant awards may be less than the amount requested by the applicant.
4. Focus on Energy's policy limits awards to no more than \$260,000, for any combination of grant types, to any individual or business during each fiscal year. This includes projects contracted between July 1, 2007 and December 31, 2008. There is no restriction on the number of contracts an individual or business can receive within the \$260,000 fiscal year limit.
5. The grant recipient agrees to operate the renewable energy equipment, at the location proposed and as described in the grant application, for at least three years.
6. For renewable electric systems, a system performance meter must be included in electric generation systems to measure the total electricity produced in kilowatt-hours (or watt-hours) and have a manufacturer's uncertainty of no more than +/- five percent. The meter must retain the electricity production data in the event of a power outage. The electricity production data must be displayed in a manner that is easily understandable to the system owner.
7. If the renewable energy system is modified after signing this document, the recipient must notify Focus on Energy of the changes in writing. Changes must be approved by Focus on Energy. Failure to receive approval from Focus on Energy for any changes to the renewable energy system may result in a reduced grant payment.
8. This Grant is a not-to-exceed amount. Only expenses identified in the Grant Application will be eligible for reimbursement. Renewable energy components ordered, purchased or installed before this Grant Agreement Form has been signed will not be eligible for reimbursement unless approved by Focus on Energy.
9. The funding match requirement must be met as indicated in the grant proposal.

10. The renewable energy system must be installed and the Notice of Installation submitted within one year, although written requests for extensions will be considered. Projects that take more than six months to complete must submit a progress report after six months noting progress toward installation (such as copies of receipts for equipment purchases). If after six months there has been no substantial progress toward project completion, Focus on Energy reserves the right to terminate the grant.
11. To receive this grant award, the recipient must submit a Notice of Installation after the renewable energy system has been installed. The Notice of Installation must include:
 - a. The final electric and/or thermal capacity and estimated annual energy produced by the system that was installed
 - b. Dated and detailed invoices for all project costs; only costs directly linked to the renewable energy system are eligible
 - c. Copies of warranties for major system components and system installation
 - d. For grid-connected electric systems, a copy of the signed interconnection agreement with your electric utility
 - e. Other items stipulated in the Notice of Installation form
12. Your name and grant award information may be used in various communications to the media. A representative of Focus on Energy will contact you before we use your name in any media communications.
13. Focus on Energy reserves the right to inspect the grant recipient's work to ensure that it is consistent with program guidelines, and to monitor or evaluate the performance of the system for a period of two years after the system has been installed.
14. Focus on Energy reserves the right to terminate this grant award in whole or in part due to the recipient's failure to fulfill the terms certified in this agreement, or due to non-appropriation of necessary funds.
15. The grant recipient will not construe, claim or imply that acceptance of this grant constitutes Wisconsin Focus on Energy Program's approval, warranty, guarantee or endorsement.
16. If a wind turbine project must obtain a building permit or a conditional use permit from the local municipality before a project can be installed, include a copy of the building permit or conditional use permit.

Wind System Implementation Grant Guidelines

Grants are funded on a competitive basis. Grant awards may be less than the amount requested by the applicant.

The maximum Implementation Grant is based on an estimate of the amount of electricity (in kilowatt-hours) that the wind system will produce in an average year:

Maximum Implementation Grant = (annual electricity produced in kilowatt-hours) x (Reward Factor),
 The annual electricity produced, in kilowatt-hours, will be based on the value reported in the Non-residential Wind Site Assessment (required).

Reward Factor = (estimated wind energy system cost x 0.35) / (rated turbine capacity in kilowatts x 1,752)
 where the Reward Factor is based on the estimated wind energy system cost (\$) and rated turbine capacity (kilowatts).

Truncate the reward factor down to the nearest \$0.01 (for example, 0.71347 becomes 0.71).

Estimated wind energy system costs will be provided by contractors. The Maximum Implementation Grant is \$50,000.

Manufacturer	Model	Rated Capacity (kW)
Vestas	V-15, single-phase, 110 ft tower	35
Vestas	V-15, three-phase, 110 ft tower	40
Vestas	V-17 (E-17), three-phase, 132 ft. tower	90
Fuhrlander	FL100	100
Energie PGE	PGE 20/25	25
Entegrity Wind	EW 15	50

For wind turbines not included on this list, contact:
 Mick Sagrillo at 888-476-9534 or 920-837-7523

Focus on Energy may fund the repair of non-functioning wind turbines. To apply for wind turbine repair funding, complete this application and provide a repair cost estimate – with a detailed cost breakout. All wind turbine projects must have a two-year installation warranty and a one-year equipment warranty. Wind energy systems previously supported by Focus on Energy are not eligible for additional funding.

System Requirements:

1. A non-residential Wind Site Assessment is required for all wind turbine projects.
2. Wind speed logger and anemometer. A cup anemometer (NRG #40 Maximum or equivalent) must be mounted on the wind tower one rotor diameter below the hub height of the wind turbine. The anemometer must be installed on at least a 4 foot boom in the approximate direction of the annual prevailing winds. The anemometer must be terminated, with appropriate weather resistant instrument cable, at a weather resistant junction box, mounted in an accessible position, at the base of the turbine. The anemometer must be connected to a wind speed data logger of the owner's choice.
3. New or remanufactured Equipment. Equipment, including the wind machine and the tower, can be new or remanufactured. Towers can be used, but must include new hardware and anchors. Contact Mick Sagrillo at 920-837-7523 about criteria for remanufactured wind equipment.
4. If a wind turbine project must obtain a building permit and/or a conditional use permit from the local municipality before the wind electric system can be installed, a copy of this permit must be submitted to Focus on Energy before a Notice of Installation is sent to you.

Example of an Implementation Grant award for a wind turbine:

A Vestas V-15 on a 110 ft tower is estimated to produce 60,400 kilowatt-hours per year and is estimated to cost \$140,000, as reported in a Non-residential Wind Site Assessment. This project would have a reward factor of \$0.71 and receive a grant of up to \$42,884.

Wind Grant Application Checklist

- Have you completed Appendix A and signed it?
- Have you had a non-residential wind site assessment done for your property? This wind site assessment must be included with this application.
- Do you have an estimate from a full service installer for the all equipment and installation costs? This estimate must be included with this application.
- Include the equipment warranty information with this application.
- Include the installation warranty information with this application.
- If you will be purchasing any remanufactured equipment, the equipment must come with the same warranties mentioned above.
- If a wind turbine project must obtain a building permit or a conditional use permit from the local municipality before a project can be installed, include a copy of the building permit or conditional use permit.

Where Can I Get More Information?

For questions regarding this grant, contact:

Renewable Energy Program
Focus on Energy
431 Charmany Drive
Madison, WI 53719

E-mail: renewableapplications@focusonenergy.com
Phone: 888.476.9534 or 608.441.3840

APPENDIX A
Grant Application
Wind Energy Systems

Section 1: Applicant Information

Company/organization that will own the system: _____

Address (must be a street address: cannot be a P.O. Box):

County: _____

Company's federal ID number (EIN or SSN): _____

Business classification (circle)

Individual/Sole Proprietor Corporation Partnership Other: _____

Name of primary contact: _____

Contact's phone number: _____

Contact's fax number: _____

Contact's e-mail address: _____

Address where system will be installed (must be a street address: cannot be a P.O. Box):
(if different from mailing address)

County where system will be installed (if different from mailing address):

Electric utility at the installation address: _____

Section 2: Contractor Information

Name and mailing address of installation contractor: _____

Phone number: _____

E-mail address: _____

Name of installation subcontractor (if any): _____

Phone number: _____

Fax number: _____

E-mail address: _____

Name of installation subcontractor (if any): _____

Phone number: _____

Fax number: _____

E-mail address: _____

For each installation contractor and subcontractor (if any) provide information on their qualifications and a list of projects that they've completed that are similar to the project described in this grant application.

Attach a copy of the installation warrantee.

Section 3: Project Description

A site assessment must be performed for the proposed project. Please attach a copy of the study or assessment to this application.

Provide a one page description of this project that includes the location, size, scope and intended goals or impacts of the proposed system.

Complete this table as applicable:

Manufacturer and Model	Rated Capacity each (kW)	Number	Total Rated Capacity (kW)	Cost
Wind turbine				
Inverter:				
Tower				
Other Costs				
Balance of System:				
Monitoring Systems:				
Permitting fees and Engineering Costs:				
Equipment Rental:				
Installation Labor:				
Shipping:				
Other (describe):				
Tax:				
Total Cost:				

Estimated annual revenue from electricity sales or savings (dollars/year): _____

Estimated annual operation and maintenance cost (dollars/year): _____

Simple payback period (years): _____

(total estimated cost of the renewable energy system) divided by (the estimated annual revenue minus annual recurring costs such as additional estimated operation and maintenance costs)

Show simple payback period calculation:

Attach an installation/equipment estimate or bid from a manufacturer or installation contractor.

Attach any product literature or information. Be sure to include copies of the product warranties.

List permit applications that have been submitted.

Section 3: Other Information

Have you applied for or been awarded other grants for this project? If yes, please identify the grant, source of grant, the grant award amount and anticipated award schedule:

Why do you need Focus on Energy funding for this project? Please explain:

Estimated date of hiring an installation contractor: _____

Planned installation date: _____

Section 6: Applicant Certification

I hereby certify that I have performed or reviewed this analysis and the attached documentation, and that the information is reasonable and accurate.

Applicant's Signature

Date

Printed Name

Title

Periodically, Focus on Energy evaluates program energy savings by monitoring energy use prior to and after home improvements. Your signature provides Focus on Energy approval to obtain energy consumption data directly from your utility company. If you prefer not to grant Focus on Energy access to your energy consumption records, please check the "Opt Out" box. Opt Out

Keep a copy of this document for your files.

To be completed by Focus on Energy staff:	
Application received by:	
_____	_____
Name	Date
Estimate of energy production: _____	
Estimated grant amount: _____	
Estimated production and grant amount approved by:	
_____	_____
Name	Date