



# BIOMASS COMBUSTION SYSTEM PRE-APPROVAL INCENTIVE APPLICATION FOR BUSINESS

OFFICE USE ONLY  
PROJECT ID:

This Incentive Application form is valid from February 1, 2010 to June 30, 2010.

**This application must be submitted and approved prior to any equipment being ordered, purchased or installed.**

Focus incentives are subject to change. Please visit [focusonenergy.com/incentives/business](http://focusonenergy.com/incentives/business) to ensure you are using the most current form.

Projects saving 5,000 therms/year or less.  Initial Application  Updated Application

## SECTION 1: CUSTOMER LEGAL INFORMATION (as shown on your income tax return)

Company Legal Name		Tax Identification Number—complete only one (must be 9 digits) FEIN #: _____ - _____ OR SS #: _____ - _____ - _____		
Legal Mailing Address		City	State	ZIP Code
Business Classification of Customer (Check ONE): <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> LLC <input type="checkbox"/> Other: _____				<input type="checkbox"/> For Profit <input type="checkbox"/> Not for Profit

## SECTION 2: PAYMENT INFORMATION

Make Incentive Check Payable to:  Company  Business Owner's Legal Name (Only if Sole Proprietor)  Market Provider

Mail check to: <input type="checkbox"/> Company Legal Address <input type="checkbox"/> Job Site Address <input type="checkbox"/> Alternate Address (complete below)			Attention to:	
Alternate Pay Address		City	State	ZIP Code

## SECTION 3: JOB SITE INFORMATION (where equipment was installed or service performed)

Job Site Name		Project Contact Name		
Job Site Street Address (physical location)		Project Contact Email		
City	State <b>WI</b>	ZIP Code	Project Contact Telephone	
Electricity Provider at Job Site		Natural Gas Provider at Job Site		
Current space heating fuel type: <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____		Current water heating fuel type: <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____		
What is the predominant use of the building space where equipment will be installed? (Check ONE)				
<input type="checkbox"/> Office	<input type="checkbox"/> Lodging	<input type="checkbox"/> Health Care	<input type="checkbox"/> School (K-12)	<input type="checkbox"/> Place of Worship w/ School
<input type="checkbox"/> Retail	<input type="checkbox"/> Theater, Arena or Convention Assembly	<input type="checkbox"/> Agricultural	<input type="checkbox"/> College (secondary)	(Specify Grades: _____)
<input type="checkbox"/> Food Sales	<input type="checkbox"/> Laundromat, Fitness, Entertainment or	<input type="checkbox"/> Industrial	<input type="checkbox"/> Dormitory	<input type="checkbox"/> Other (Specify: _____)
<input type="checkbox"/> Food Service	Public Services	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Place of Worship	

## SECTION 4: MARKET PROVIDER INFORMATION See Market Provider information section on the Program Information and Requirements page

Market Provider Name		Tax Identification Number—complete only one and only if receiving payment (must be 9 digits) FEIN #: _____ - _____ OR SS #: _____ - _____ - _____		
Market Provider Street Address		City	State	ZIP Code
Lead Installer's Name		Telephone	Email	
Business Classification of Market Provider (only if receiving payment): <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> LLC <input type="checkbox"/> Other: _____				

## SECTION 5: OWNER/CONTACT SIGNATURE

I certify that I have performed or reviewed this application and any accompanying documentation, and the information is reasonable and accurate. I further certify the unit(s) is to be installed at the indicated job site address. I have read the terms and conditions associated with this program.

Customer Signature	Customer Name (Print)	Date
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### FORM SUBMITTAL: Return signed, completed form to:

**Mail:** Focus on Energy, Renewable Energy Incentives, 431 Charmany Drive, Madison, WI 53719

**Email:** Applications and invoices can be scanned and emailed to [renewableapplications@focusonenergy.com](mailto:renewableapplications@focusonenergy.com)

**Fax:** 608.237.2147 **Questions:** Call 800.762.7077

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## STEPS TO APPLY

1. Focus on Energy recommends obtaining at least three bids for equipment and installation from a market provider. For a list of biomass combustion market providers active in Wisconsin, please visit [focusonenergy.com/fullserviceinstallers](http://focusonenergy.com/fullserviceinstallers).
2. Your market provider must design the system according to the system requirements specified in this application.
3. Complete and email, fax, or mail a signed copy of this application, along with a copy of the bid from the market provider, equipment specifications and warranty information to the address at the bottom of the page.
4. **Do not purchase, order or install any equipment until you have been notified by Focus on Energy that your application has been approved! Installation prior to Focus on Energy approval may render your project ineligible for funding.**
5. Within 30 days of receiving a completed application, Focus on Energy will notify you if your application has been approved. You will also receive a Notice of Installation that you will need to complete and return after your system has been installed.
6. If your system's expected thermal production changes by more than 20 percent after your incentive is approved, please update the information on the system using a new incentive application and send it to the address listed below. If the updated incentive application is not approved by Focus on Energy, additional funds may not be awarded.
7. Install the system and ensure installation meets all applicable local, state and national codes, and has the appropriate permits. **You have one year to install the system and submit the completed Notice of Installation.**
8. To receive the cash incentive, mail the Notice of Installation to the address at the bottom of this page. The incentive payment may be made to either the system owner or the market provider. If it is made payable to the market provider, the system owner must be credited the amount of the incentive by the market provider, and that credit must appear on the invoice(s) that is submitted to Focus with the Notice of Installation.

## BIOMASS COMBUSTION SYSTEM REQUIREMENTS

- **Clean burning:** The biomass fuel system must have an automated feed system and a combustion fan, be listed by the EPA Orange Hang Tag program or the manufacturer must provide documentation that the system has an air emissions rate no higher than an EPA Phase II wood stove. Contact Focus on Energy at 888.476.9534 for information on clean burning biomass systems.
- **Fuels saved/displaced:** The renewable energy system must save or displace natural gas or electricity. **Systems saving or displacing other fuels such as coal, propane or oil are not eligible.**
- **Fuels:** Eligible fuels include sawdust, wood or grass pellets, wood chips, corn, waste vegetable oil, biodiesel or other types of biomass products.
- **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 at no charge to the owner.
- **One-Year Equipment Warranty.** All major system components must have at least a one-year warranty.
- **Repairs Are Not Eligible.** The repair of a non-functioning biomass combustion system is not eligible for this incentive.

**SYSTEM DETAILS** Attach bid, installation warranty and equipment warranty information

Estimated Installation Date (required)	Estimated Installed Price
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## DESIGN DETAILS

Heating System Type     Furnace     Boiler     Hot Water Heater

Manufacturer	Model Number
Heating Capacity (Btu's per hour, Attach product literature)	Estimate of thermal energy (therms displaced per year, Attach calculations)
Proposed Fuel(s)	Estimated Annual Fuel Usage (Tons per year)
Source of Fuel(s)	Unit Cost of Fuel(s)

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## INSTRUCTIONS

All of the information requested on the incentive application must be completed.

- **Heating capacity:** Indicate the maximum amount of energy that the system can deliver in one hour per the manufacturer's specifications. Attach a copy of the manufacturer's product literature which includes the heating capacity.
- **Estimate of thermal energy:** Estimate the annual thermal energy displacement of the proposed system. Attach the thermal calculations to your application.
- **Proposed Fuel(s):** List the type of biomass fuel (examples might include: sawdust, wood or grass pellets, wood chips, corn, waste vegetable oil, biodiesel, etc.), source of the fuels, and an estimated unit cost.

## DETERMINING THE INCENTIVE LEVEL

Focus on Energy uses the following table to determine the cash incentive for the installation of a new biomass combustion system. The appropriate incentive is multiplied by the estimated annual thermal energy displacement of the system to determine the cash incentive. The cash incentive for biomass combustion systems can not exceed the Maximum Cash Incentive or Maximum Cost Share.

THERMAL ENERGY DISPLACED BY SYSTEM	INCENTIVE	MAXIMUM CASH INCENTIVE	MAXIMUM COST SHARE
≤ 1,000 therms/yr	\$3.00 per therm/yr	\$3,000	25%
>1,000 - ≤3,000 therms/yr	\$2.50 per therm/yr	\$7,500	25%
>3,000 - ≤5,000 therms/yr	\$2.00 per therm/yr	\$10,000	25%

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## PROGRAM INFORMATION AND REQUIREMENTS

### INCENTIVE LIMIT

Cash incentives are limited to \$350,000 per project and \$750,000 per customer in a calendar year for all Focus on Energy incentives.

### PRESCRIPTIVE INCENTIVES

Cash incentives are available for a variety of technologies. Check the Focus on Energy Web site at [focusonenergy.com/incentives/business](http://focusonenergy.com/incentives/business) or call 800.762.7077 for more information. Depending on your business tax classification, the IRS may require you to pay taxes on incentives totaling over \$600 per calendar year.

### TERMS & CONDITIONS

- System Location:** The renewable energy system must be installed on a job site whose owner purchases electricity from an electric provider participating with Focus on Energy for that site. (if the renewable energy system will offset electricity) or purchases natural gas from a participating natural gas provider (if the renewable energy system will offset natural gas) for that site.
- Pre-Approval:** A pre-approval application for a Focus on Energy incentive must be approved by Focus on Energy before any equipment is ordered, purchased or installed. Within 30 days of receiving a complete application, you will be mailed a letter notifying you if your application has been approved. Installation prior to Focus on Energy approval may render your project ineligible for funding.
- One-Year Project Deadline:** The renewable energy system must be installed and the Notice of Installation submitted within one year from the date of approval. Projects that take more than six months to complete must submit a progress report after six months noting substantial progress toward installation, including copies of receipts for equipment or a signed installation contract. If the installation does not meet the one year timeline Focus on Energy may cancel your incentive. You will receive a written warning 30 days before your incentive is cancelled. Requests for extensions beyond the twelve-month period must be submitted in writing to Focus on Energy at the address noted on the bottom of the page.
- Notice of Installation:** The incentive will be paid after the system has been installed and a complete Notice of Installation has been submitted. Dated invoices or receipts for all projects must be submitted with the Notice of Installation. Only costs directly linked to the renewable energy system are eligible. The incentive will be paid within 6–8 weeks of receipt and acceptance of the Notice of Installation.
- System Operation:** The incentive recipient agrees to operate the renewable energy equipment, at the location proposed and as described in the application, for a period of at least three (3) years.
- Compliance:**
  - All projects are expected to comply with federal, state and local codes.
  - All equipment must be new. Used or rebuilt equipment is not eligible for incentives.
  - Equipment must meet system requirements.
  - Only one incentive will be granted for each project. Incentives granted to contractors, distributors or other market providers cannot also be claimed by end-use customers.
- Publicity:** Focus on Energy reserves the right to publicize your participation in this program, unless you specifically request otherwise in writing. Requests should be emailed to [renewableapplications@focusonenergy.com](mailto:renewableapplications@focusonenergy.com).
- Program Discretion:** Incentives are available on a first-come, first-served basis. This offer is subject to change or termination without notice at the discretion of the Focus on Energy Program.
- Focus Logo:** Customers or market providers may not use the Focus on Energy name or logo in any marketing, advertising or promotional materials without prior written permission.
- Disclaimers:** Focus on Energy
  - Does not endorse any particular market provider, manufacturer, product, labor or system design by offering this program;
  - Will not be responsible for any tax liability imposed on the customer or market provider as a result of the payment of incentives;
  - Does not expressly or implicitly warrant the performance of installed equipment or contractor's quality of work (contact your contractor for detailed warranties);
  - Is not responsible for the proper disposal/recycling of any waste generated as a result of this project; and
  - Is not liable for any damage caused by the installation of the equipment or for any damage caused by the malfunction of the installed equipment.
- Monitoring and Verification:** Focus on Energy evaluates program efficacy by monitoring energy use / production prior to and after installation of your energy efficiency or renewable energy project. Program staff may conduct this monitoring or perform an inspection of the facility to survey the installed projects. Your signature on this application provides Focus on Energy approval to obtain energy data directly from your electric and/or natural gas provider(s). Any customer receiving an incentive check may be contacted by an evaluator to verify service/equipment installation or be asked to complete a customer survey.
- Additional Terms:** Focus on Energy reserves the right to:
  - Withhold payment until any identified problems with the renewable energy system are resolved.
  - Monitor or evaluate the performance of the system for a period of two (2) years.

### UTILITY ELIGIBILITY

Incentives for specific technologies are offered by Focus on Energy to business customers including commercial, industrial, state, federal and local governments, agricultural, and schools/institutions with locations in Wisconsin. Customers of a participating electric provider are eligible for electric technology incentives only. Customers of natural gas providers are eligible for gas savings technology incentives only. Customers who have both a participating electric provider and a participating natural gas provider could qualify for all incentives. To determine eligibility, visit the Focus on Energy Web site at [focusonenergy.com/utilities](http://focusonenergy.com/utilities).

### MARKET PROVIDER INFORMATION

A market provider represents the company who provided/installed the equipment for your project or performed the service for which you are seeking an incentive. The FEIN and Business Classification of the market provider is required **IF** you received your incentive as a credit on your invoice, whereby the incentive is owed to the market provider. In this scenario, the credit must be clearly labeled as the Focus on Energy incentive and deducted from the amount due.

If your project was completed by more than one market provider (example, equipment was purchased from one market provider but installed by another market provider) and the incentive is being paid to you the customer, please enter the information of the market provider who installed your equipment in Section 4: Market Provider Information.

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.

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