

# NON-RESIDENTIAL BIOMASS COMBUSTION CASH-BACK REWARD PRE-APPROVAL APPLICATION



Projects of 5,000 therms or less. Valid through December 31, 2009.

Initial Application     Updated Application

## STEPS TO APPLY FOR A CASH-BACK REWARD

1. Focus on Energy recommends obtaining at least three bids for equipment and installation from an installation contractor. For a list of biomass combustion installation firms active in Wisconsin, please visit [focusonenergy.com/fullserviceinstallers](http://focusonenergy.com/fullserviceinstallers).
2. Make sure your installation contractor designs the system according to the system requirements specified in this application.
3. Complete and email or mail a signed copy of this application, along with a copy of the bid from the installation contractor, 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 Cash-Back Reward is approved, please update the information on the system using a new Cash-Back Reward application and send it to the address listed below. If the updated Cash-Back Reward 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-Back Reward payment, mail the Notice of Installation to the address at the bottom of this page.

Questions regarding this application should be directed to Focus on Energy at 800.762.7077 or [renewableapplications@focusonenergy.com](mailto:renewableapplications@focusonenergy.com).

## APPLICANT INFORMATION Complete all appropriate fields. Please print.

Contact Name or Name of Residential Owner		Company/Organization (if applicable)			
Federal I.D. NO. (if applicable)	<input type="checkbox"/> LLC	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Individual/Sole proprietor	<input type="checkbox"/> For Profit
	<input type="checkbox"/> School	<input type="checkbox"/> 501(c)3	<input type="checkbox"/> Government	<input type="checkbox"/> Other:	<input type="checkbox"/> Not for Profit
Mailing Address	City	State	ZIP	County	
Owner/Contact Home Phone	Owner/Contact Work Phone		Owner/Contact Email		
Installation address (no PO Boxes)	City	State	ZIP	County	
Electric utility at installation address		Space heating fuel supplier at installation address			
Current space heating fuel type:					
<input type="checkbox"/> Natural gas <input type="checkbox"/> Propane (LP) <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Other:					

## INSTALLATION CONTRACTOR INFORMATION

Company installing the system		Lead Installer's Name			
Mailing Address	City	State	ZIP		
Company Phone	Company Email				

**E-mail or mail the completed Cash-Back Reward application to:**

[renewableapplications@focusonenergy.com](mailto:renewableapplications@focusonenergy.com)

Focus on Energy, Attn: Renewable Energy Cash-Back Rewards, 431 Charmany Drive, Madison, WI 53719.

Questions regarding this application should be directed to Focus on Energy at 800.762.7077.

# NON-RESIDENTIAL BIOMASS COMBUSTION CASH-BACK REWARD PRE-APPROVAL APPLICATION



Projects of 5,000 therms or less. Valid through December 31, 2009.

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

Estimated Installation Date (required)	Estimated Installed Price
--	---------------------------

**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)

**TO BE COMPLETED BY FOCUS ON ENERGY STAFF ONLY** Project Information

Project Number	Application Received By	Date Received	
Estimated Energy Production	Parasitic Losses	Peak kW	
Cash-Back Reward Estimate	Cash-Back Reward Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved By	Date Approved

**E-mail or mail the completed Cash-Back Reward application to:**

renewableapplications@focusonenergy.com

Focus on Energy, Attn: Renewable Energy Cash-Back Rewards, 431 Charmany Drive, Madison, WI 53719.

Questions regarding this application should be directed to Focus on Energy at 800.762.7077.

# NON-RESIDENTIAL BIOMASS COMBUSTION CASH-BACK REWARD PRE-APPROVAL APPLICATION



Projects of 5,000 therms or less. Valid through December 31, 2009.

## INSTRUCTIONS

All of the information requested on the Cash-Back Reward 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 CASH-BACK REWARD LEVEL

Focus on Energy uses the "Reward Factors" below multiplied by the estimated annual thermal energy displacement of the system to determine the Cash-Back Reward amount. The Cash-Back Reward may not exceed 25 percent of estimated installed cost or \$10,000.

THERMAL ENERGY DISPLACED BY SYSTEM	REWARD FACTOR (\$ per therm)	MAXIMUM PROJECT COST SHARE	MAXIMUM REWARD
Up to 1,000 therms per year	\$3.00 per therm	25%	\$3,000
More than 1,000 therms per year and up to 3,000 therms per year	\$2.50 per therm	25%	\$7,500
3,000 therms per year up to 5,000 therms per year	\$2.00 per therm	25%	\$10,000

## 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 800.762.7077 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.

**E-mail or mail the completed Cash-Back Reward application to:**

renewableapplications@focusonenergy.com

Focus on Energy, Attn: Renewable Energy Cash-Back Rewards, 431 Charmany Drive, Madison, WI 53719.

Questions regarding this application should be directed to Focus on Energy at 800.762.7077.

# NON-RESIDENTIAL BIOMASS COMBUSTION CASH-BACK REWARD PRE-APPROVAL APPLICATION



Projects of 5,000 therms or less. Valid through December 31, 2009.

## TERMS AND CONDITIONS

- Eligibility.** Businesses, organizations, institutions, and federal, state, county, local or tribal governments and residents are eligible for Focus on Energy incentives if their renewable energy system will displace electricity and the applicant purchases electricity from an electric provider participating with Focus on Energy, or if their renewable energy system will displace natural gas and the applicant purchases natural gas from a participating natural gas provider. For a list of participating providers visit, [focusonenergy.com/utilities](http://focusonenergy.com/utilities).
- System Location.** The renewable energy system must be installed on a site whose owner purchases electricity from an electric provider participating with Focus on Energy (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.
- Approval.** An application for a Cash-Back Reward must be approved by Focus on Energy before any equipment is ordered, purchased or installed. Within 30 days after we receive a completed 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.
- System Requirements.** The renewable energy system must be designed and installed to meet the "System Requirements" described in this application. The renewable energy system must comply with all applicable federal, state and local codes governing the installation and operation of renewable energy systems.
- Repairs Are Not Eligible.** The repair of a non-functioning non-residential biomass combustion system is not eligible.
- One-Year Project Deadline.** The renewable energy system must be installed and the Notice of Installation submitted within one year of the approval date. Owners of 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 terminate your reward. You will receive a warning letter 30 days before your reward is canceled. 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 Cash-Back Reward 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 Cash-Back Reward will be paid within 60 days of receipt and acceptance of the Notice of Installation.
- System Operation.** The Cash-Back Reward recipient agrees to operate the renewable energy equipment, at the location proposed and as described in the grant application, for a period of at least three (3) years.
- Additional Terms.** Focus on Energy reserves the right to:
  - Withhold payment until any identified problems with the renewable energy system are resolved
  - Terminate this reward in whole or in part due to the recipient's failure to fulfill the terms and conditions in this document, or due to non-appropriation of necessary funds
  - Alter or discontinue the Cash-Back Reward program at any time without notice
  - Make the final determination on whether items meet the standards set forth in the program
  - Inspect the system to ensure that it is consistent with all "Terms and Conditions"
  - Monitor or evaluate the performance of the system for a period of two (2) years
- Privacy.** Focus on Energy reserves the right to publicize your participation in this program, unless you specifically request otherwise.
- Disclaimer.** Acceptance of this Cash-Back Reward does not constitute the approval, acceptance, warranty, guarantee or endorsement of Focus on Energy or Wisconsin Energy Conservation Corporation.

**Please Note: This completed form must be submitted and approved by Focus on Energy before any equipment is ordered, purchased or installed.**

## 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 installation address. I have read the terms and conditions associated with this program.

Owner/Contact Signature

Date

■ Periodically, Focus on Energy evaluates program efficacy by monitoring energy use / production prior to and after installation of renewable energy system(s). Your signature provides Focus on Energy approval to obtain energy data directly from your electric and/or natural gas provider(s). If you prefer not to grant Focus on Energy access to your electric / natural gas records, please check the "Opt Out" box.  Opt Out

■ Focus on Energy representatives promote the program and renewable energy in Wisconsin through the use of photos, project descriptions and general project locations during public presentations and verbal or written conversations with interested parties. Your signature provides Focus on Energy approval to use photos, provide a general description and reference the general location of your project for the purposes described above. If you prefer not to grant Focus on Energy the right to use your project information as described above without first obtaining your consent, please check the "Consent Required" box.  Consent Required

**E-mail or mail the completed Cash-Back Reward application to:**

[renewableapplications@focusonenergy.com](mailto:renewableapplications@focusonenergy.com)

Focus on Energy, Attn: Renewable Energy Cash-Back Rewards, 431 Charmany Drive, Madison, WI 53719.

Questions regarding this application should be directed to Focus on Energy at 800.762.7077.