



RENEWABLE ENERGY SITE ASSESSMENT APPLICATION FOR BUSINESS

OFFICE USE ONLY
PROJECT ID: _____

This incentive application form is valid from July 1, 2010 to December 31, 2010. New application forms will be available beginning January 1, 2011.
Focus incentives are subject to change. Please visit focusonenergy.com/incentives/business to ensure you are using the most current form.

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. Required for all businesses, including non-profits) <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> LLC <input type="checkbox"/> Other: _____					Owner Name (Corporations Excluded)

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 WI	ZIP Code	Project Contact Telephone		
Electricity Provider at Job Site			Natural Gas Provider at Job Site		
Current space heating fuel type (Propane and oil do not qualify): <input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____			Current water heating fuel type (Propane and oil do not qualify): <input type="checkbox"/> Natural Gas <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 Retail 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/Beverage 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: CUSTOMER SIGNATURE (Read and Sign)

Certification: The following certifications are required in order for this form to substitute for the IRS form W9

Under penalties of perjury, I certify that:

- The number shown on this form is the correct taxpayer identification number.
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends or (c) the IRS has notified me that I am no longer subject to backup withholding.
- I am a U.S. citizen (includes a U.S. resident alien).

The undersigned agrees that the stated energy efficient measure(s) was (were) completed or installed at the job site address listed above as part of the Focus on Energy Program. I have read and agree to the Terms & Conditions within this application. To the best of my knowledge, the statements made on this application are correct, and I have submitted the appropriate supporting documentation to receive an incentive. **Itemized Invoice Attached**

Customer Signature	Customer Name (Print)	Date
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Focus on Energy requires a site assessment when you apply for a wind energy installation incentive, and site assessments are recommended for customers considering installing a solar system

SITE ASSESSMENT STEPS

1. Contact a qualified site assessor to schedule and perform your assessment. Visit focusonenergy.com/siteassessments for a directory of Focus on Energy recognized site assessor certifications and assessor listings.
2. Following the completion of your site assessment, complete and email, fax, or mail a signed copy of this application, the site assessment report, and the itemized invoice to the address/fax number indicated at the bottom of the page. Preference is for an electronic submission of the site assessment report.
3. The incentive payment may be made payable to either the customer or the site assessor. If it is made payable to the site assessor, the customer must be credited the amount of the incentive by the site assessor, and that credit must be clearly labeled on the invoice that is submitted with the application.
4. Solar site assessment incentive payments will be made within 6-8 weeks after the completed site assessment paperwork is submitted and approved. Wind site assessment incentive payments will be made with payment of the Focus incentive for the installation of a wind turbine after the turbine has been installed. Completed wind site assessment paperwork will be filed by Focus on Energy for reference at the time the wind electric system is installed. **No incentives are available for non-residential wind site assessments if a Focus-funded wind electric system is not installed.**

GENERAL SITE ASSESSMENT REQUIREMENTS

1. **Solar Electric Site Assessment Eligibility:** A solar electric site assessment must be performed at a job site whose owner purchases electricity from an electric provider participating with Focus on Energy for that job site.
2. **Solar Water Heating Site Assessment Eligibility:** A solar water heating site assessment must be performed at a job site whose owner purchases natural gas from a participating natural gas provider for that job site (if the primary water heating fuel type is natural gas) or purchases electricity from a participating electric provider for that job site (if the primary water heating fuel is electricity).
3. **Wind Electric Site Assessment Eligibility:** A wind electric site assessment must be performed at a job site whose owner purchases electricity from an electric provider participating with Focus on Energy for that job site.
4. **Qualified Site Assessor:** A site assessor must be certified by a Focus on Energy recognized site assessor certification body. Visit focusonenergy.com/siteassessments for a directory of Focus recognized certifications and assessor listings.

INSTRUCTIONS Attach an itemized invoice and a copy of the site assessment report.

- **Site Assessment Type:** Please indicate the technology(ies) that was evaluated in the site assessment at the job site
- **Total Cost of Site Assessment:** Please indicate the total cost of the site assessment. The total cost may not include site assessor travel costs. Please attach an invoice that itemizes the service(s) received.
- **Renewable Potential:** Based on the site assessment report please rate the renewable energy potential of the job site
- **Likelihood of Installing Renewable Energy System:** Based on the information gained during the site assessment process please indicate your likelihood of installing a renewable energy system in the next year.
- **Incentive:** The incentive amount is listed for each site assessment type

SITE ASSESSMENT DETAILS

SITE ASSESSMENT TYPE	TOTAL COST OF SITE ASSESSMENT ¹	RENEWABLE POTENTIAL (per report)	LIKELIHOOD OF INSTALLING RENEWABLE SYSTEM	INCENTIVE
Solar Electric		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> Very Likely <input type="checkbox"/> Somewhat Likely <input type="checkbox"/> Not Likely	\$100
Solar Hot Water		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> Very Likely <input type="checkbox"/> Somewhat Likely <input type="checkbox"/> Not Likely	\$100
Wind Electric		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> Very Likely <input type="checkbox"/> Somewhat Likely <input type="checkbox"/> Not Likely	100% of Site Assessment Cost ²

¹ Site assessor travel expenses are not included in the total cost of the site assessment.

² Wind site assessment incentives are paid only at the time the customer receives an incentive from Focus on Energy for installing a wind electric system. Focus will file the wind electric site assessment incentive paperwork to reference at the time the wind electric system is installed. No incentives are available for non-residential wind site assessments if a Focus-funded wind electric system is not installed.

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

Fax: 608.237.2147 **Questions:** Call 800.762.7077

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PROGRAM INFORMATION AND REQUIREMENTS

INCENTIVE LIMIT

Cash incentives are limited to \$250,000 per project and \$500,000 per customer in a calendar year for all Focus on Energy incentives (prescriptive and custom). Any project with an expected incentive exceeding \$25,000 must receive written approval BEFORE project initiation or equipment purchase.

PRESCRIPTIVE INCENTIVES

Cash incentives are available for a variety of technologies. Check the Focus on Energy Web site at focusonenergy.com/incentives/business or call 800.762.7077, then press #2 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.

CUSTOM INCENTIVES

If your project does not fit the descriptions on this prescriptive incentive application form, it may qualify for a custom incentive which requires approval prior to project initiation and ordering equipment or issuing purchase orders. Direct inquiries to 800.762.7077 then press #2 for Business Programs, or visit focusonenergy.com.

TERMS & CONDITIONS

- Incentive Offer:** This application covers products purchased and installed/service performed between July 1, 2010 and December 31, 2010. Applications must be submitted within 30 calendar days of project completion, unless an earlier date is specified by a Focus on Energy promotion. Please keep a copy for your records. Incomplete applications will be returned.
- Proof of Purchase:** This application must have complete information and be submitted with an invoice itemizing the product(s) and/or service(s) received. See the requirements section of this application for more details. Sample invoices are provided at focusonenergy.com/sampleinvoice.
- 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. Existing equipment must be removed.
 - Equipment must meet specification requirements and be purchased and operating prior to submitting an incentive application form.
 - 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.
- Payment:** Once completed paperwork is submitted, incentive payments are made within 8–10 weeks. Incomplete applications will be returned.
- 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 bpforms@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. Some Focus participating electric and/or natural gas providers have incentive programs outside of Focus on Energy. Customers of these providers might not qualify for incentives from both programs. These customers should check with their electric and/or natural gas provider to verify eligibility for dual incentives in order to comply with program rules.
- 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 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.

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 who are served by a participating electric provider but not a participating natural gas provider will only qualify for incentives for electric technologies. Customers who are served by a participating natural gas provider but not a participating electric provider will only qualify for incentives for natural gas technologies. Customers who have both a qualifying electric provider and a qualifying natural gas provider would qualify for incentives on both electric and natural gas technologies. Customers who use propane or other non-qualifying fuels will not qualify for incentives for any gas technologies.

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. If the equipment was self-installed, please enter the information of the market provider from whom you purchased the equipment.

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