

# RETROCOMMISSIONING

Retrocommissioning (RCx) is the process of improving the performance and energy efficiency of building systems, equipment, and operations as a whole. The FOCUS ON ENERGY® RCx offering identifies lower cost measures involving adjustments, recalibrations, and process changes to provide quick energy savings paybacks which can help pay for more expensive retrofit energy savings projects. By participating in RCx and completing an audit, you can make recommended changes to systems, equipment and practices, leading to significant energy and cost savings.

Retrocommissioning your building with Focus on Energy could save you up to 16% each year on energy bills and produce project paybacks of less than one year with the help of incentives. Through RCx, you can manage energy use more effectively, increase building occupant comfort, and catch small maintenance needs before they become costly repairs.

The RCx offering is designed for a variety of facilities including, but not limited to:

- Commercial
- School
- Industrial
- Government

Eligible facilities are required to be five years or older and 50,000 ft<sup>2</sup> or larger. Owners and managers of existing buildings who are motivated to implement efficiency projects, optimize existing equipment and controls, and train staff are ideal candidates for RCx.

## Choosing an RCx Service Provider



Specialized Trade Allies, called RCx Service Providers (RSP) drive deep, lasting energy savings for owners and managers of existing buildings by taking a holistic approach to energy efficiency. For more details on finding a registered RSP, visit [focusonenergy.com/programs/retrocommissioning](https://focusonenergy.com/programs/retrocommissioning).

## Enrollment process

START	1 Choose an RSP.	
	2 Complete the RCx Enrollment application (pg. 2-3).	
AUDIT PHASE	3 After enrollment, complete the RCx audit within six months of approval.	<p>\$0.02/kWh + \$0.30/Therm</p> <p>Up to 50% of audit cost</p>
	4 Submit the estimated savings workbook, audit report and audit invoice to Focus on Energy. See page 3 for submittal information.	
	5 Focus on Energy will review and approve the workbook and issue an incentive agreement to the customer. Audit phase payment will be sent upon receiving signed incentive agreement from the customer.	
IMPLEMENTATION PHASE	6 Implement chosen RCx measures within 180 days of workbook approval.	<p>\$0.03/kWh + \$0.40/Therm</p> <p>Up to 75% of total RCx costs</p>
	7 Resubmit workbook with savings verification and implementation invoice, including any invoices from third-party contractors.	
	8 Focus on Energy will review and approve the final workbook and issue a project completion notice to the customer. Implementation phase payment will be sent upon receiving signed project completion notice from the customer.	

### REDUCING ENERGY WASTE ACROSS WISCONSIN

Focus on Energy, Wisconsin utilities' statewide program for energy efficiency and renewable energy, helps eligible residents and businesses save energy and money while protecting the environment. Focus on Energy information, resources and financial incentives help to implement energy efficiency and renewable energy projects that otherwise would not be completed.

# WISCONSIN



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# RCx ENROLLMENT APPLICATION

FOR PROJECTS ENROLLED BY DECEMBER 31, 2020

PLEASE COMPLETE ALL SECTIONS. INCOMPLETE APPLICATIONS CANNOT BE PROCESSED AND WILL DELAY APPROVAL. FOR AN ELECTRONIC COPY OF THIS FORM VISIT FOCUSONENERGY.COM/CATALOGS.

## SECTION 1

### ACCOUNT AND CUSTOMER INFORMATION

#### TAX IDENTIFICATION NUMBER (Check one.)

FEIN **or**  SSN \_\_\_\_\_  
FEIN OR SOCIAL SECURITY NUMBER

#### BUSINESS CLASSIFICATION OF CUSTOMER

(Check one. Required for all businesses, including non-profits.)

- Sole Proprietorship  Individual  Single-Member LLC  
 C Corporation  S Corporation  Partnership  
 Limited Liability Corporation Classification C, S, P \_\_\_\_\_  
(C = C corporation, S = S corporation, P = partnership)  
 Other \_\_\_\_\_

OWNER NAME (REQUIRED IF SSN IS USED AS TAX IDENTIFICATION NUMBER) \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

LEGAL ADDRESS (AS SHOWN ON COMPANY W-9) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WHO DID YOU WORK WITH FROM FOCUS ON ENERGY ON THIS PROJECT? (CONTACT NAME) \_\_\_\_\_

How did you hear about us? (Check one.)

- Community Association/Agency  Distributor/Supplier  
 Focus Direct Mail/Postcard  Focus Email  Focus Event  
 Focus Staff/Energy Advisor  Focus Website  Internet Search  
 Manufacturer  National Rebate Administrator  Newspaper  
 Past Participation  Radio  Social Media  RSP  
 Trade Show/Fair  TV  Utility Bill Insert/Direct Mail  
 Utility Contact  Utility Email  Utility Website  
 Word of Mouth - Referral  Other: \_\_\_\_\_

## SECTION 2

### JOB SITE INFORMATION

(Please refer to your utility bills for account numbers below.)

JOB SITE BUSINESS NAME \_\_\_\_\_

ELECTRIC UTILITY AT JOB SITE \_\_\_\_\_ ELECTRIC ACCOUNT # \_\_\_\_\_

GAS UTILITY AT JOB SITE \_\_\_\_\_ GAS ACCOUNT # \_\_\_\_\_

- Job Site Address is same as Legal Address  
 Job Site Address is different (complete below.)

JOB SITE ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

## SECTION 3

### CUSTOMER CONTACT INFORMATION

JOB SITE CUSTOMER CONTACT NAME \_\_\_\_\_

PRIMARY PHONE # \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

If Focus on Energy has a question about this application, we should contact:

- Customer  RSP  Other

## SECTION 4

### RSP INFORMATION



RSP CONTACT NAME \_\_\_\_\_

PRIMARY PHONE # \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

## SECTION 5

### BUSINESS PAYMENT INFORMATION

Make incentive check payable to:

- Customer  RSP (complete items B and C)  
 Other Payee (Complete items A, B and C)

Mail check to:

- Customer Address  Job Site Address  RSP Address  
 Other Payee or Alternate Address (complete below)

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ATTENTION TO (OPTIONAL) \_\_\_\_\_

**A. For Other Payee**, specify relationship to utility account holder (this is required if check payable to someone other than Customer or RSP):

- Tenant  Building Owner  Other (specify) \_\_\_\_\_

**B. If a RSP or Other Payee** is receiving the incentive payment, provide the Tax Identification Number. To receive payment, a RSP must be registered. Payee is responsible for any associated tax consequences.

#### TAX IDENTIFICATION NUMBER (Check one.)

FEIN **or**  SSN \_\_\_\_\_  
FEIN OR SOCIAL SECURITY NUMBER

#### C. BUSINESS CLASSIFICATION

(Check one. Required for all businesses, including non-profits.)

- Sole Proprietorship  Individual  Single-Member LLC  
 C Corporation  S Corporation  Partnership  
 Limited Liability Corporation Classification C, S, P \_\_\_\_\_  
(C = C corporation, S = S corporation, P = partnership)  
 Other \_\_\_\_\_



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# RCx ENROLLMENT APPLICATION

NEED HELP? Call 800.762.7077



## PROJECT PARAMETERS – ENERGY USE

ANNUAL kWh USED

ESTIMATED kWh SAVINGS

ANNUAL THERMS USED

ESTIMATED THERM SAVINGS



## BUILDING DETAILS

SQUARE FOOTAGE OF FACILITY

SQUARE FOOTAGE HEATED

SQUARE FOOTAGE AIR CONDITIONED

YEAR FACILITY WAS BUILT

TYPE OF CONTROL SYSTEM (PNEUMATIC OR DDC)



## PAYMENT DISCLAIMER

Disclaimer: The first incentive payment must be returned if no measures are completed during the implementation phase. Customer may elect to receive full incentive payment at the end of the project. **Note:** Incentives are limited to \$300,000 per project and \$400,000 per customer per calendar year for all Focus on Energy incentives.

**Please choose:**

- Pay first payment after audit phase and second payment after implementation phase (Default if nothing is chosen). Disclaimer: Refund first payment to Focus on Energy if implementation phase does not move forward.
- Pay full payment after implementation phase.



## CUSTOMER SIGNATURE

I, the Customer, attest that I am the ratepayer (utility account holder) for the site(s) listed in Section 2. If applicable, I assign the right to participate in and receive incentives from the Focus on Energy Program to the Other Payee identified in Section 5.

CUSTOMER SIGNATURE

NAME (PRINT)

DATE



## Submission Information

**MAIL:** Focus on Energy  
725 W. Park Avenue  
Chippewa Falls, WI 54729

**E-MAIL:** business@focusonenergy.com

### REDUCING ENERGY WASTE ACROSS WISCONSIN

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# PARTICIPATION REQUIREMENTS

NEED HELP? Call 800.762.7077

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## INFORMATION AND REQUIREMENTS

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Before you start your project, make sure you are familiar with participation requirements, program information and Terms and Conditions.

### General Terms and Conditions

Review the Focus on Energy Terms and Conditions at [focusonenergy.com/terms](http://focusonenergy.com/terms) or call 800.762.7077 to request a copy.

### Incentive Limits

Incentives are limited to \$300,000 per project and \$400,000 per customer per calendar year for all Focus on Energy incentives (prescriptive and custom).

Depending on your business tax classification, you may receive IRS form 1099 for incentives totaling over \$600 in a calendar year.

### Trade Ally Information

A Trade Ally represents the company who provided/installed the equipment for a project or performed the service for which a Customer is seeking an incentive. Trade Allies who have signed an agreement with Focus on Energy are allowed to enjoy certain program benefits, one of which is to receive direct payment of incentives at the Trade Ally's request. Incentives can only be paid directly to a registered Trade Ally who has a W-9 on file with Focus on Energy. For more information on becoming a registered Trade Ally, visit [focusonenergy.com/tradeally](http://focusonenergy.com/tradeally).

The Federal Employer Identification Number (FEIN) and Business Classification of the Trade Ally is required IF you received your incentive as a credit on your invoice, whereby the incentive is paid directly to the Trade Ally. 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 Trade Ally (example, equipment was purchased from one Trade Ally but installed by another Trade Ally) and the incentive is being paid to you the Customer, enter the information of the Trade Ally who installed your equipment in Section 4: RSP Information. If the equipment was self-installed, enter the information of the Trade Ally from whom you purchased the equipment.

### Assignment of Incentives to Other Payee

The Customer for the project site listed on the application may assign their right to participate and receive incentives to Other Payee. The Customer must sign Section 9 and identify the Other Payee in Section 5.

## ABOUT FOCUS ON ENERGY

Focus on Energy works with eligible Wisconsin residents and businesses to install cost-effective energy efficiency and renewable energy projects. Focus on Energy 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.