



RURAL HEALTHCARE PRACTICAL ENERGY MANAGEMENT ENROLLMENT GUIDE



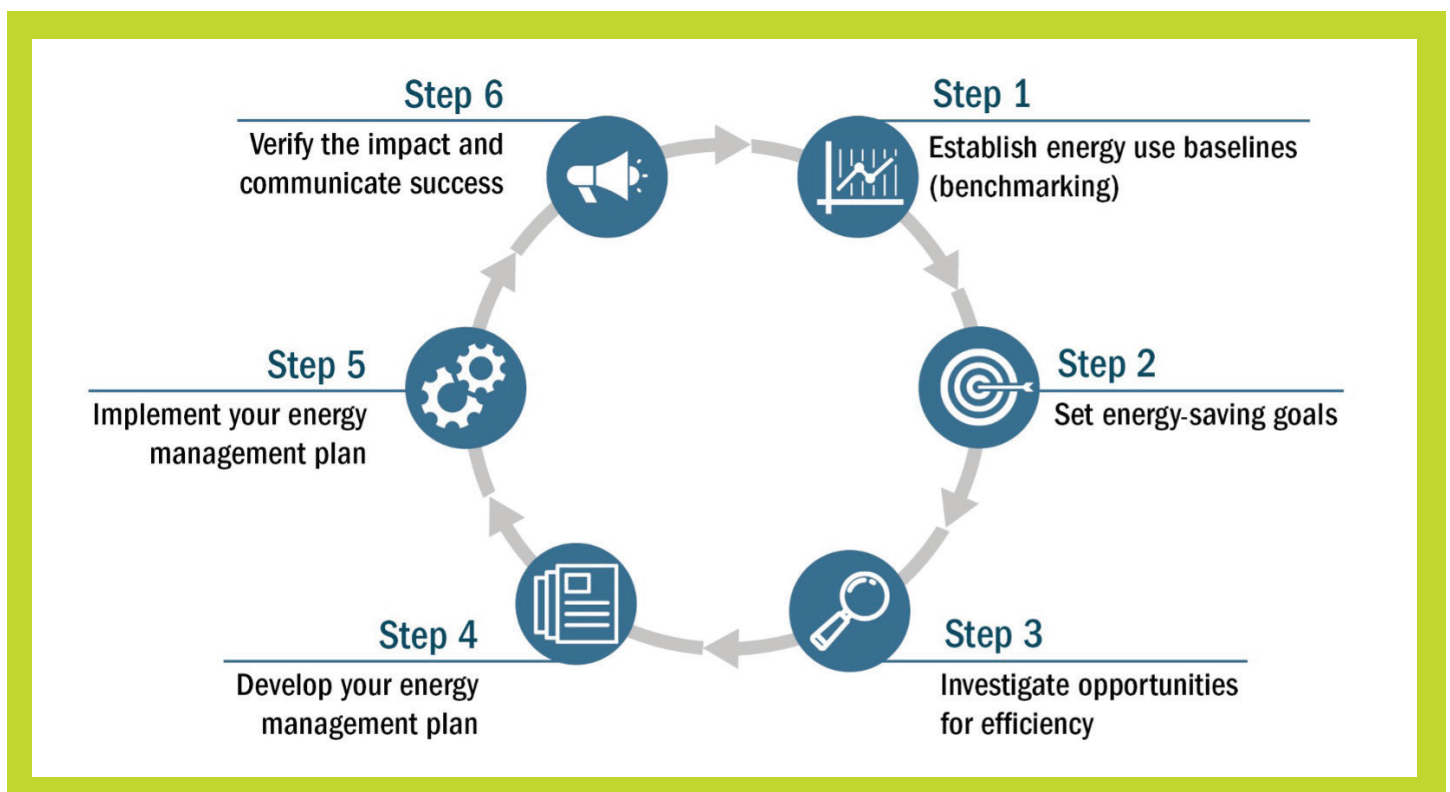
HOW TO APPLY

NEED HELP? CALL 800.762.7077

FOCUS ON ENERGY® provides the framework and resources to help your healthcare facility establish, reach, and track progress to energy reduction goals through Healthcare Practical Energy Management (H-PEM). Our Energy Advisors will walk you through six simple steps to take control of your energy usage and create a plan for future success. Use this guide to help you move through the process.

UNDERSTANDING H-PEM

With continuous support from their Energy Advisor, customers participate in a six-step process aimed at understanding current energy usage and creating and implementing a continuous energy management plan. Customers can receive up to \$1,200 per facility for consistent energy monitoring, plus additional incentives for attending trainings and recognizing success with your company. Customers must be enrolled in the Rural Healthcare Staffing Incentive and may apply for H-PEM incentives for up to three rural facilities.



BEFORE YOU APPLY

- Verify you are a rural healthcare customer by visiting focusenergy.com/ruralhealthcare.
- Confirm your gas and/or electric utility participates in Focus on Energy at focusenergy.com/utilities.
- Contact your Focus on Energy Advisor for assistance. If you do not know who your Energy Advisor is, call **800.762.7077** for assistance.

WHAT YOU WILL NEED

- H-PEM enrollment application with all sections of the form completed.
- Signed utility release form.
- Use of existing benchmarking software or willingness to use:
 - ENERGY STAR® PORTFOLIO MANAGER®.
 - American Society for Health Care Engineering (ASHE™) Energy to Care Dashboard.
 - Other software capable of inputting monthly utility usage, tracking energy-saving projects, and computing site energy intensity as approved by Focus on Energy.
- Attend a one-hour H-PEM training conducted by your Energy Advisor. Attendance from all Energy Team members is strongly encouraged.

UNDERSTAND YOUR INCENTIVE RATE AND OFFERING REQUIREMENTS

BENCHMARKING INCENTIVE

- After completing H-PEM training with your Energy Advisor, enter your monthly utility usage into benchmarking software to qualify for an incentive of \$200 per month for a maximum of six months (\$1,200 total).
- Utility data must be entered within 30 days of the bill date to be eligible for the monthly incentive.
- Confirmation of timely data entry must be provided to your Energy Advisor via granting permission to access your database of record or supplying screenshots upon entering utility data.

RECOGNITION INCENTIVE

- Receive up to \$500 in reimbursements for costs associated with promoting the success of your energy management program. Eligible costs include attending or hosting public relations opportunities, creating and distributing co-branded memos or other marketing materials, and sponsoring an employee engagement activity such as a Lunch and Learn.
- Reimbursements are capped at 100% of cost and advance approval is required.
- Internal labor costs are not reimbursable.

TRAINING REWARD

- Receive up to 100% of registration costs for energy-related trainings, up to \$1,000 per customer.
- Advance approval of training is required. Contact your Energy Advisor for details.

SUBMIT ENROLLMENT APPLICATION

- Enrollment approval is contingent upon receipt of necessary documentation, including the enrollment application, and utility release form.
- Trainings attended prior to enrollment are not eligible for reimbursement.

RECEIVE ENROLLMENT APPROVAL

- The customer is notified in writing of their approved enrollment and provided a Participation Guide detailing next steps in the process.
- Your Energy Advisor will schedule the initial H-PEM training within one month of enrollment.



RURAL HEALTHCARE PRACTICAL ENERGY MANAGEMENT

PLEASE COMPLETE ALL SECTIONS. INCOMPLETE FORMS WILL DELAY APPROVAL.

SECTION 1

ACCOUNT AND CUSTOMER INFORMATION

TAX IDENTIFICATION NUMBER (Check one.)

FEIN

If you use a Social Security Number (SSN) as your Tax Identification Number, **do not provide it above.** You will be contacted by the Program via email to provide a copy of your W-9 using a secure online portal, if it is not already on file. **You must list an email address in Customer Contact Information.**

BUSINESS CLASSIFICATION OF CUSTOMER

(Check one. Required for all businesses, including nonprofits.)

- 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? (CONTACT NAME)

CUSTOMER CONTACT INFORMATION

SITE CUSTOMER CONTACT NAME

PRIMARY PHONE #

EMAIL ADDRESS

SECTION 2

JOB SITE INFORMATION

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

SITE BUSINESS NAME

ELECTRIC UTILITY AT SITE

ELECTRIC ACCOUNT #

GAS UTILITY AT SITE

GAS ACCOUNT #

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

SITE ADDRESS

CITY

STATE

ZIP

SECTION 3

BUSINESS PROPERTY TYPE

Select one property type that best describes your business:

- Inpatient
 Outpatient or Clinic
 Skilled Nursing
 Senior Care
 Other: _____

SECTION 4

ENROLLMENT CHECKLIST

- Energy Team Members (Optional)
 12 months of utility data or signed utility release form (Energy Advisor provided)

SIGN
HERE



CUSTOMER SIGNATURE

NAME (PRINT)

DATE

Submit your completed application and supporting documentation to business@focusonenergy.com.

ENERGY TEAM MEMBERS

Energy Teams or Green Teams are critical to the success of a robust energy management plan. One individual should be identified as the primary point of contact, known as the Sustainability Champion.

Optional: Identify three additional stakeholders in addition to the Sustainability Champion to participate in the Energy Team. Ideal candidates include:

- An executive sponsor, ideally a champion from the C-suite. If you cannot engage an executive sponsor right away, start with department leads.
- The CFO or one of their direct reports.
- Operational leaders such as facilities, environmental services, housekeeping, space planning, supply chain, nutrition services, etc.
- Clinical leaders who have influence throughout the organization.
- A project or construction manager to help manage implementation and coordination efforts.
- A communications, marketing, or public affairs leader.
- Passionate front-line staff, including doctors, nurses, housekeepers, security officers, etc.

NAME:		PHONE:	
TITLE:		EMAIL:	
AREA OF EXPERTISE:			

NAME:		PHONE:	
TITLE:		EMAIL:	
AREA OF EXPERTISE:			

NAME:		PHONE:	
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AREA OF EXPERTISE:			

PARTICIPATION REQUIREMENTS

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

INFORMATION AND REQUIREMENTS

General Terms and Conditions

Review the Focus on Energy Terms and Conditions at focusonenergy.com/terms or call **800.762.7077** to request a copy.

Incentive Limits

Business Programs: 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.

Focus on Energy Information

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.

For more information, call **800.762.7077**
or visit focusonenergy.com



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.

