2022 BUSINESS OFFERINGS

LABORATORY ENERGY EFFICIENCY GUIDE

focus on energy®

Partnering with Wisconsin utilities

HOW TO APPLY

NEED HELP? CALL 888.623.2146

FOCUS ON ENERGY® makes saving energy and money easy for Wisconsin businesses. Use the information below to help guide your way to savings. For electronic copies of the forms, visit **focusonenergy.com/catalogs**.

STEP 1 BEFORE YOU APPLY

Verify customer and product eligibility:

- ☐ Confirm your gas and/or electric utility participates in Focus on Energy at **focusonenergy.com/utilities**.
- ☐ Read product requirements, both general and technology specific, in your equipment's corresponding incentive catalog.
- ☐ Review the Participation Requirements page.
- ☐ Review the Terms and Conditions at **focusonenergy.com/terms**.
- ☐ View the qualified product lists at **focusonenergy.com/qpls**.
- ☐ Applications exceeding $10,000 can request pre-approval. Requests received on or before December 7, 2022, will be pre-approved at 2022 incentive rates. Applications not preapproved may not receive incentive payment if program funds have been exhausted. Pre-approval is considered complete once an incentive agreement is signed by the customer and returned to Focus on Energy.

Qualifying products must be installed by December 31, 2022.

STEP 2 WHAT YOU'LL NEED

- ☐ Incentive Application & Equipment Incentive Catalog(s)
- ☐ Gas & Electric Utility Account Numbers
- ☐ Tax ID Number
- ☐ Invoice **MUST include**:
  - ☐ Trade Ally name, address, and phone number
  - ☐ Itemized list of each product along with manufacturer name, model number, and quantity
  - ☐ Itemized purchase price of product/installation
  - ☐ Job site address

  Reminder: Incentives are capped at 100% of equipment cost unless otherwise noted. Equipment cost is the amount paid by the customer for qualifying equipment, excluding any Focus on Energy incentive credit, shipping, and sales tax.

  Like-for-like equipment replacement (such as due to recall, warranty replacement, etc.) is not eligible for an incentive.
- ☐ Manufacturer specifications (when required) – **MUST include**:
  - ☐ Full model number
  - ☐ Energy performance information
- ☐ Additional documentation (when required)

STEP 3 COMPLETE THIS APPLICATION

- ☐ All fields on application are required. Incomplete application(s) cannot be processed.
- ☐ Complete SECTION 7 with all product information. Use the Incentive Product Information Sheet found at **focusonenergy.com/catalogs** if you need additional lines.
- ☐ Include project completion date (date of the last product installed). If project is new construction, use the occupancy date. Project is considered complete when products are installed and operational.
- ☐ Complete the catalog-specific Supplemental Data Sheet for applicable measures. An asterisk (*) next to the code indicates when this is needed. Read the measure requirements in your catalog for directions.
- ☐ **The utility ratepayer** must sign and date SECTION 8.
- ☐ Ensure supporting documents are attached, including itemized invoice(s).
- ☐ Make a copy of the application and supporting documents for your records.

STEP 4 SUBMIT YOUR APPLICATION

Mail or email your application and all supporting documentation. **Applications must be submitted within 60 calendar days of completed project installation,** no later than January 31, 2023.

MAIL: Focus on Energy
725 West Park Avenue
Chippewa Falls, WI 54729

E-MAIL: business@focusonenergy.com

INCENTIVE APPLICATION

FOR PROJECTS COMPLETED BY 12/31/2022

Complete all sections. Incomplete applications cannot be processed and will delay payment of incentives. Applications must be submitted within 60 days of completed project installation, no later than January 31, 2023. For additional copies of this form, visit focusonenergy.com/catalogs.

SECTION 1 ACCOUNT AND CUSTOMER INFORMATION

Tax Identification Number (Check one) ☐ FEIN **or** ☐ SSN

If you use a Social Security Number (SSN) as your tax identification number, **do not provide it below.** 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 Section 3.)**

_____

FEIN

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 Company - C Corp
☐ Limited Liability Company - S Corp
☐ Limited Liability Company - 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
☐ Trade Ally/Contractor ☐ 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

(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

SECTION 3 CUSTOMER CONTACT INFORMATION

_____
JOB SITE CUSTOMER CONTACT NAME

_____
PRIMARY PHONE # EMAIL ADDRESS

☐ I opt in to receive program updates via text message.
Preferred method of contact: ☐ Call ☐ Email ☐ Text
If Focus on Energy has a question about this application, we should contact:

☐ Customer ☐ Trade Ally ☐ Other_____

SECTION 4 TRADE ALLY INFORMATION

_____
TRADE ALLY CONTACT NAME

_____
PRIMARY PHONE # EMAIL ADDRESS

_____
TRADE ALLY COMPANY NAME

_____
ADDRESS

_____
CITY STATE ZIP

SECTION 5 BUSINESS PAYMENT INFORMATION

Make incentive check payable to:

☐ Customer ☐ Trade Ally (complete item A)
☐ Other Payee (complete item B)

Payee is responsible for any associated tax consequences.
Mail check to: ☐ Customer Address ☐ Job Site Address
☐ Trade Ally Address ☐ Alternate Address or Other Payee (complete below)

_____
COMPANY NAME

_____
ADDRESS

_____
CITY STATE ZIP

_____
ATTENTION TO (OPTIONAL)

A. For Trade Ally Payee
To receive payment, a Trade Ally must be registered with a current W-9 on file. Provide the Trade Ally's Tax Identification Number. If you use a Social Security Number as the company tax ID, **do not provide it here.**

_____
FEIN

B. For Other Payee
1. Individual Contact Information:

_____
NAME EMAIL ADDRESS

2. Specify relationship to utility account holder (this is required if check is payable to someone other than the Customer or Trade Ally):
☐ Tenant ☐ Building Owner ☐ Other (specify) _____

3. Select your business classification. (Check one. Required for all businesses, including nonprofits.)

☐ Sole Proprietorship ☐ Individual ☐ Single-Member LLC
☐ C Corporation ☐ S Corporation ☐ Partnership
☐ LLC - C Corp ☐ LLC - S Corp ☐ LLC - Partnership
☐ Other _____

4. A representative of Focus on Energy will reach out to you via email with a method to securely provide a copy of your W-9.
This is required to receive payment. Provide the email address (if different than the one provided above):

SECTION 6

BUSINESS PROPERTY TYPE

Select one only. If applying for both existing and new construction equipment incentives please complete two separate applications.

☐ Equipment Upgrades & Retrofits ☐ New Construction & Major Renovations

Select one property type that best describes your business:

☐ Education
☐ Financial Institution
☐ Government
☐ Grocery/Convenience Store
☐ Health Services
☐ Hotels & Lodging
☐ Information, Technical & Scientific Services
☐ Manufacturing (product): _____
☐ Multifamily
☐ Office
☐ Religious & Spiritual Organization
  ☐ With K+ Daily Education
  ☐ No K+ Daily Education
☐ Restaurant
☐ Retail
☐ Vehicles Sales/Service
☐ Water/Wastewater
☐ Other: _____

SECTION 7

INCENTIVE PRODUCT INFORMATION

Refer to:

- **Your invoice** for Manufacturer and Model Number.
- **Incentive Product Information Sheet at focusonenergy.com/catalogs** if additional lines are needed.

INCENTIVE CODE	MANUFACTURER NAME	MODEL #	UNIT MEASURE	# OF UNITS (A)	INCENTIVE PER UNIT (B)	REQUESTED INCENTIVE (A X B)
(Example) 5356	ABC STOPS	STOP3X	Hood	1	$ 100.00	$ 100.00
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$
					$	$

Manufacturer Specifications Attached (if applicable):	Yes ☐			Subtotal from Incentive Product Information Sheet (if applicable)	$
Itemized Invoice(s) Attached:	Yes ☐	**PROJECT COMPLETION DATE:**	/ /	**INCENTIVE TOTAL***	$

SECTION 8

CUSTOMER SIGNATURE

I, the undersigned Customer, agree the stated energy efficiency measure(s) was (were) installed at the job site address listed above as part of the Focus on Energy Program. I have read and agreed to the provisions set forth herein and to the Terms and Conditions posted at **focusonenergy.com/terms.** I understand Focus on Energy may revise these Terms and Conditions at any time, and I will not be notified in the event changes are made. To the best of my knowledge, the statements made on this application are complete, true, and correct, and I have submitted the appropriate supporting documentation to receive an incentive.

If the Customer is identified as the Payee in Section 5, the following certifications are required for this form to substitute for the Internal Revenue Service (IRS) form W-9. Under penalty 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 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.

The IRS does not require my consent to any provision of this document other than the certifications required to avoid backup withholding.

SIGN HERE

CUSTOMER SIGNATURE _____ NAME (PRINT) _____ DATE _____

Submit applications and supporting documentation to:

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

EMAIL: business@focusonenergy.com

*Incentive may be adjusted based on project caps. See measure requirements and Terms and Conditions for more information.

LABORATORY ENERGY EFFICIENCY SUPPLEMENTAL DATA SHEET

THIS FORM MUST BE ATTACHED TO COMPLETED INCENTIVE APPLICATION AND SUBMITTED TOGETHER. NEED HELP? CALL 800.632.2146

HOW TO FILL OUT THIS FORM

Please refer to:

- The Laboratory Energy Efficiency (LEE) Measure Description sections for specific measure requirements and information.
- Complete the tables for all implemented measures.

GENERAL REQUIREMENTS

- When reducing exhaust cubic feet per minute (CFM), adjust the supply air system to maintain proper laboratory air balances.
- The existing system must be a 100% outside air system.
- The new or retrofitted system should comply with all local codes, environmental health and safety requirements, and manufacturer's recommendations.
- When completing the **Energy Recovery for Laboratory Exhaust** column in the table, provide a yes or no answer. If yes, please list the summer and winter efficiencies as a percentage.
- When completing the **Heating System Type** column in the table, answer gas or electric. If gas, list the heating system efficiency as a percentage. If electric, list the heating system efficiency in cofefficient of performance (COP).
- When completing the **Weekly Hours of Operation** column in the table, provide the hours the fume hood is in use, not the facility's open hours.

CUSTOMER INFORMATION

JOB SITE BUSINESS NAME

JOB SITE ADDRESS

TRADE ALLY NAME

GENERAL LABORATORY INFORMATION

LABORATORY TYPE (INSTRUCTIONAL OR RESEARCH)

IS THE FUME HOOD USED IN THE SUMMER (Y/N)

IS THE LABORATORY MECHANICALLY COOLED (Y/N)

LABORATORY ENERGY EFFICIENCY MEASURE DESCRIPTIONS

The Laboratory Energy Efficiency offering helps identify the need to retrofit or replace less efficient hoods with high-efficiency models that are code compliant and still meet the appropriate industry standard face velocity set point of 100 ft/min. Modifying or replacing laboratory hoods with high-efficiency measures lowers the amount of conditioned air required to maintain the appropriate face velocity, saving on annual air and energy costs.

A. SASH STOPS

In an effort to maintain the required 100 fpm face velocity, fume hoods can be modified with a sash stop to reduce the area of the hood opening, saving air and energy.

Requirements:

- Must be installed on a fume hood with no current sash stops installed.
- Minimum of 500 annual hours of use.

Measure Description	Code	Incentive	Unit
Sash Stops	5356	$100	Fume Hood

A	SASH STOPS – INCENTIVE CODE: 5356											
FACE VELOCITY OF AIR ENTERING HOOD (feet/min)	EXISTING SASH STOP HEIGHT (inches)	PROPOSED SASH STOP HEIGHT (inches)	NOMINAL HOOD WIDTH (feet)	QUANTITY OF IDENTICAL LABORATORY HOODS	ENERGY RECOVERY FOR LABORATORY EXHAUST (Yes/No)	COOLING SYSTEM EFFICIENCY (EER)	HEATING SYSTEM TYPE (Gas/Electric)	WEEKLY HOURS OF OPERATION (WINTER)	WEEKLY HOURS OF OPERATION (SUMMER)	SPACE HEATING SETPOINT (°F)	SPACE COOLING SETPOINT WITH AC (°F AND %RH)
100	*28*	*18*	*4*	*2*	*Yes - 50% and 50%*	*11.40*	*Gas - 85.5%*	*20*	*0*	*70°F*	*75°F and 50% RH*

B. AUTOMATIC SASH CLOSER

Fume hoods with two-speed fans or variable air volume controls benefit from equipment that automatically closes the hood sash, reduces the amount of air being exhausted, and slows down the fan. Automatic sash closers assist in varying the sash stop height when the hood is not in use, thus saving air and energy.

Requirements:

- Must have a sensor to detect an obstruction and stop a closing sash before any collision occurs.
- Must have the option to open manually or based on occupancy.
- Sash closers require a time delay before closing as determined by the user.
- Not eligible if current sash hood is closed more than 75% of the time when not in use.
- Minimum of 500 annual hours of use.
- Cannot be used with automatic flow reducer.
- The **Scheduled Lab Time Hood is Vacant** column in the table requires the percentage of time the lab hood is unoccupied during weekly operating hours.

Measure Description	Code	Incentive	Unit
Automatic Sash Closer	5357	$200	Fume Hood

B	AUTOMATIC SASH CLOSER – INCENTIVE CODE: 5357											
EXISTING SASH STOP HEIGHT (inches)	NOMINAL HOOD WIDTH (feet)	HOOD AIR FLOW WHILE CLOSED (CFM)	QUANTITY OF IDENTICAL LABORATORY HOODS	ENERGY RECOVERY FOR LABORATORY EXHAUST (Yes/No)	COOLING SYSTEM EFFICIENCY (EER)	HEATING SYSTEM TYPE (Gas/Electric)	WEEKLY HOURS OF OPERATION (WINTER)	WEEKLY HOURS OF OPERATION (SUMMER)	SCHEDULED LAB TIME HOOD IS VACANT	SPACE HEATING SETPOINT (°F)	SPACE COOLING SETPOINT WITH AC (°F AND %RH)
18	*4*	*100*	*2*	*Yes - 50% and 50%*	*11.40*	*Gas - 85.5%*	*30*	*30*	*25%*	*70°F*	*75°F and 50% RH*

C. AUTOMATIC FLOW REDUCER

Automatic flow reducers for a two speed fan or variable air volume control system reduce the face velocity of the hood when unoccupied. This reduces the total conditioned air used and exhausted, even when the sash is left open and no one is working within the hood workspace.

Requirements:

- Installed equipment is required to lower the occupied fume hood face velocity from 100FPM to 60FPM or less when unoccupied.
- Automatic flow reducer installation requires a fume hood system with no previous automatic flow reducer installations.
- By applying for this incentive, you will be ineligible for receiving incentives on variable air volume (VAV) hood or high efficiency, low flow hood installations.
- It is preferred there be a dedicated sensor for each hood, but a common sensor that accomplishes the reduction in energy use will be acceptable.
- Minimum of 500 annual hours of use.
- Cannot be used with automatic sash closers.

Measure Description	Code	Incentive	Unit
Automatic Flow Reducer	5358	$100	Fume Hood

C	AUTOMATIC FLOW REDUCER – INCENTIVE CODE: 5358											
FACE VELOCITY - OCCUPIED (feet/min)	FACE VELOCITY - UNOCCUPIED (feet/min)	EXISTING SASH STOP HEIGHT (inches)	NOMINAL HOOD WIDTH (feet)	QUANTITY OF IDENTICAL LABORATORY HOODS	ENERGY RECOVERY FOR LABORATORY EXHAUST (Yes/No)	COOLING SYSTEM EFFICIENCY (EER)	HEATING SYSTEM TYPE (Gas/Electric)	WEEKLY HOURS OF OPERATION (WINTER)	WEEKLY HOURS OF OPERATION (SUMMER)	SPACE HEATING SETPOINT (°F)	SPACE COOLING SETPOINT WITH AC (°F AND %RH)
100	*60*	*18*	*4*	*2*	*Yes - 50% and 50%*	*11.40*	*Gas - 85.5%*	*30*	*30*	*70°F*	*75°F and 50% RH*

D. HIGH EFFICIENCY, LOW FLOW HOOD

High efficiency, low flow hoods offer a design advantage due to lower flow requirements with the same level of safety. By reducing the exhaust flow through the sash opening, the amount of conditioned air exhausted and energy use is reduced.

Requirements:

- Require installation on a constant air volume (CAV) or two-stage exhaust system.
- By applying for this incentive, you will be ineligible for receiving incentives on automatic flow reducer or VAV hood installations.
- New hood must be capable of operation at 60FPM or less.

Measure Description	Code	Incentive	Unit
High Efficiency, Low Flow Hood	5359	$300	Fume Hood

D	HIGH EFFICIENCY, LOW FLOW HOOD – INCENTIVE CODE: 5359									
FACE VELOCITY - UNOCCUPIED (feet/min)	EXISTING SASH STOP HEIGHT (inches)	NOMINAL HOOD WIDTH (feet)	QUANTITY OF IDENTICAL LABORATORY HOODS	ENERGY RECOVERY FOR LABORATORY EXHAUST (Yes/No)	COOLING SYSTEM EFFICIENCY (EER)	HEATING SYSTEM TYPE (Gas/Electric)	WEEKLY HOURS OF OPERATION (WINTER)	WEEKLY HOURS OF OPERATION (SUMMER)	SPACE HEATING SETPOINT (°F)	SPACE COOLING SETPOINT WITH AC (°F AND %RH)
60	*18*	*4*	*2*	*Yes - 50% and 50%*	*11.40*	*Gas - 85.5%*	*30*	*30*	*70°F*	*75°F and 50% RH*

E. VARIABLE AIR VOLUME (VAV) HOOD

VAV fume hood systems control the airflow to maintain a constant face velocity regardless of sash height. When the sash is closed, the exhaust air volume is automatically decreased by automatically varying the fan speed.

Requirements:

- Variation of the volume flow rate through the hood based on sash opening is required for all retrofitted fume hoods.
- Audible and visible alarms must be included within the controls and must trigger when:
  - The sash closer is open >25% and there has been no occupancy at the hood for 15 minutes, or
  - The sash closer is open to any extent and the air volume flow rate required is not being maintained at the sash opening.
- By applying for this incentive, you will be ineligible for receiving incentives on automatic flow reducer or high efficiency, low flow hood installations.
- Minimum of 500 annual hours of use.
- The **Scheduled Lab Time Hood is Vacant** column in the table requires the percentage of time the lab hood is unoccupied during weekly operating hours.

Measure Description	Code	Incentive	Unit
Variable Air Volume Hood	5360	$500	Fume Hood

E	VAV HOOD – INCENTIVE CODE: 5360											
FACE VELOCITY - OCCUPIED (feet/min)	EXISTING SASH STOP HEIGHT (inches)	NOMINAL HOOD WIDTH (feet)	QUANTITY OF IDENTICAL LABORATORY HOODS	ENERGY RECOVERY FOR LABORATORY EXHAUST (Yes/No)	COOLING SYSTEM EFFICIENCY (EER)	HEATING SYSTEM TYPE (Gas/Electric)	WEEKLY HOURS OF OPERATION (WINTER)	WEEKLY HOURS OF OPERATION (SUMMER)	SCHEDULED LAB TIME HOOD IS VACANT	SPACE HEATING SETPOINT (°F)	SPACE COOLING SETPOINT WITH AC (°F AND %RH)
100	*18*	*4*	*2*	*Yes - 50% and 50%*	*11.40*	*Gas - 85.5%*	*30*	*30*	*20%*	*70°F*	*75°F and 50% RH*

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 **888.623.2146** 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 more than $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**.

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, please enter the information of the Trade Ally who installed your equipment in the Section 4: Trade Ally Information section. If the equipment was self-installed, please enter the information of the Trade Ally from whom you purchased the equipment.

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 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 **888.623.2146** or visit **focusonenergy.com**.

focus on energy®

Partnering with Wisconsin utilities

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.