

RETROCOMMISSIONING

Retrocommissioning (RCx) is the process of improving the performance and energy efficiency of building systems, equipment, and operations as a whole. RCx can save up to 16% each year on energy bills and produce project paybacks of less than one year. The FOCUS ON ENERGY® RCx offering provides assistance in identifying and implementing system and operational changes at your facility, leading to significant energy and costs savings for your organization. By participating in RCx you can make recommended changes to systems, equipment and practices, leading to significant energy and cost savings.

A few of the benefits of RCx include:

- Managing energy use more effectively
- Improving indoor air quality and building occupant comfort
- Catching small maintenance needs before they become costly repairs

Is RCx right for you?

Owners and managers of existing buildings (must be five years or older) who are motivated to implement efficiency projects, optimize existing equipment and controls, and train staff are ideal candidates for RCx.

Enrollment process

START	1 Choose an RSP.
	2 Work with the RSP to complete the RCx Enrollment application (pg. 3-4).
AUDIT PHASE	3 Complete the RCx audit within six months of approved enrollment.
	4 RSP submits the estimated savings workbook, audit report and audit invoice to Focus on Energy. See page 4 for submittal information.
	5 Focus on Energy reviews and approves the workbook and issues an Incentive Agreement to the customer.
IMPLEMENTATION PHASE	6 Chosen RCx measures are implemented within six months of audit approval.
	7 RSP resubmits the workbook with savings verification and implementation invoice and invoices from third-party contractors. <i>Virtual post inspection is required for projects receiving an incentive over \$25,000.</i>
	8 Focus on Energy reviews and approves the final workbook and issues a Project Completion Notice to the customer. The incentive will be sent upon receiving signed project completion notice from the customer.

Choosing an RCx Service Provider

RCx Service Providers (RSP) are Trade Allies who specialize in providing Retrocommissioning services. Customers must work with a Focus on Energy registered RSP to participate in the RCx offering. Find a participating RSP by visiting focusonenergy.com/trade-ally/find.



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.

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Partnering with Wisconsin utilities

RCx OVERVIEW

Buildings enrolling in RCx will receive a base incentive plus additional incentives for achieving a reduction of 5% or more in the building's Energy Use Intensity (EUI).

Energy Use Intensity (EUI)

ENERGY STAR Portfolio Manager® expresses EUI as energy per square foot per year. Calculate EUI by dividing the total energy consumed by the building in one year (measured in kBtu) by the facility's gross square footage.

Below is a table of Median site EUIs for common property types. A full list can be found at energystar.gov.

Market sector	Property type	Median site EUI (kBtu/ft ²)
Education	College/university	84.3
Education	K-12 School	48.5
Food sales and service	Supermarket/grocery store	196
Healthcare	Hospital (General medical and surgical)	234.3
Office	Office	52.9
Warehouse/storage	Distribution center	22.7

Incentive structure

- Customers who complete the audit and reduce their EUI will receive a minimum base incentive of \$0.10/ft².
- Customers will receive an additional \$0.01/ft² for every 1% EUI reduction over 5%.
- Incentives are capped at a 15% EUI reduction or \$0.20/ft².
- Incentives are capped at 75% of the total cost with a maximum incentive of \$100,000 per project.
- Building baseline EUI will be determined using 24 months of recent utility bills and gross square footage.
- Buildings under 200,000 ft² must audit the entire building.
- Buildings over 200,000 ft² may complete an audit of the entire building or a partial building audit, provided the audited portion of the building is on a separate utility meter.

EUI reduction	Incentive/ft ²
>0%	\$0.10
1%	
2%	
3%	
4%	
5%	\$0.11
6%	
7%	\$0.12
8%	\$0.13
9%	\$0.14
10%	\$0.15
11%	\$0.16
12%	\$0.17
13%	\$0.18
14%	\$0.19
15%+	\$0.20

Timeline



RCx incentive payment is sent after verifying operational and/or system changes.

Incentive range potential

Gross ft² x \$0.10 ft² to Gross ft² x \$0.20 ft²

Minimum

Maximum

\$ _____ to \$ _____

RCx ENROLLMENT APPLICATION

FOR PROJECTS ENROLLED BY 12/31/2022

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

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 non-profits.)

- 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

CITY STATE ZIP

SECTION 3

CUSTOMER CONTACT INFORMATION

JOB SITE CUSTOMER CONTACT NAME

PRIMARY PHONE # E-MAIL ADDRESS

I opt in to receive program updates via text message.

Preferred method of contact: Call E-mail Text

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

RSP COMPANY NAME

ADDRESS

CITY STATE ZIP

SECTION 5

BUSINESS PAYMENT INFORMATION

Make incentive check payable to:

- Customer RSP (complete item A)
 Other Payee (complete item B)

Payee is responsible for any associated tax consequences.

Mail check to: Customer Address Job Site Address

RSP Alternate Address or Other Payee (complete below)

COMPANY NAME

ADDRESS

CITY STATE ZIP

ATTENTION TO (OPTIONAL)

A. For RSP Payee

To receive payment, a RSP must be registered with a current W-9 on file. Provide the RSP'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 non-profits.)

- Sole Proprietorship Individual Single-Member LLC
 C Corporation S Corporation Partnership LLC - C Corp
 LLC - S Corp Limited - 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):

RCx ENROLLMENT APPLICATION

NEED HELP? Call 800.762.7077

SECTION 6

PROJECT PARAMETERS – ENERGY USE

ANNUAL kWh USED _____

ESTIMATED kWh SAVINGS _____

ANNUAL THERMS USED _____

ESTIMATED THERM SAVINGS _____

CALCULATED BASELINE EUI _____

SECTION 7

BUILDING DETAILS

GROSS SQUARE FOOTAGE OF FACILITY _____

GROSS SQUARE FOOTAGE OF FACILITY BEING AUDITED _____

SQUARE FOOTAGE HEATED _____

SQUARE FOOTAGE AIR CONDITIONED _____

YEAR FACILITY WAS BUILT _____

TYPE OF CONTROL SYSTEM (PNEUMATIC OR DDC) _____

SECTION 8

UTILITY CUSTOMER AUTHORIZATION

Usage records for the following facilities may be released to Focus on Energy. Additional requests may be listed on an attachment to this form. Data will be provided for multiple meters at a single premise provided they are on the above noted customer's utility account(s).

Premise 1:

PREMISE ADDRESS (ADDRESS AT THE METER LOCATION) _____

CITY _____ STATE _____ ZIP _____

- Release Natural Gas Usage Data
- Release Electric Usage Data

ACCOUNT NUMBER - NATURAL GAS _____

METER NUMBER - NATURAL GAS _____

ACCOUNT NUMBER - ELECTRIC _____

METER NUMBER - ELECTRIC _____

Premise 2:

PREMISE ADDRESS (ADDRESS AT THE METER LOCATION) _____

CITY _____ STATE _____ ZIP _____

- Release Natural Gas Usage Data
- Release Electric Usage Data

ACCOUNT NUMBER - NATURAL GAS _____

METER NUMBER - NATURAL GAS _____

ACCOUNT NUMBER - ELECTRIC _____

METER NUMBER - ELECTRIC _____

The undersigned utility customer requests and authorizes (utility name) _____, hereafter referred to as the utility company, to release the information listed above to the party named in Section 4 of this form. Focus on Energy maintains confidentiality agreements with its contractors and subcontractors and this billing information will be kept confidential and used for Focus on Energy projects only. The utility customer also releases the utility company from any and all liability arising from or connected with providing this information to Focus on Energy. This authorization expires two years from the signature date below and allows Focus on Energy to request data multiple times within this time period if needed to validate savings or benchmark customer energy use.

SECTION 9

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.

- If a project extends beyond 18 months from enrollment approval, a 25% incentive penalty will be assessed.

CUSTOMER SIGNATURE _____

NAME (PRINT) _____

DATE _____

SIGN
HERE
←



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

INFORMATION AND REQUIREMENTS

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 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 the business tax classification of the payee, the entity receiving the incentive payment 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.

The Federal Employer Identification Number (FEIN) and Business Classification of the Trade Ally is required IF 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 on the Customer's invoice.

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: Trade Ally 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 8 and identify the Other Payee in Section 5.

CUSTOMER ELIGIBILITY

All non-residential customers (agriculture, commercial, government, industrial, multifamily, and schools) located in a participating utility territory are eligible to receive Focus on Energy incentives. To see if your utility participates, go to focusonenergy.com/participating-utilities. Typical facility types include:

- School facilities (e.g., public and private K-12, technical colleges, colleges, universities)
- Commercial facilities (e.g., banks, hotels, offices, convenience stores/gas stations, manufacturing, breweries, restaurants)
- Healthcare facilities (e.g., nursing homes/skilled nursing, Community-Based Residential Facilities (CBRF), hospitals)
- Multifamily residential properties with four or more dwelling units under one roof (e.g., apartment / condominium buildings, student housing). Common areas of multifamily buildings such as hallways, exercise rooms, or laundry rooms, along with central HVAC systems are eligible for business incentives included in this catalog. For in-unit efficiency incentives and offerings, refer to focusonenergy.com/residential.

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.