

2012 APPLICATION INSTRUCTIONS

*For more detailed instructions, please refer to the Terms and Conditions included with this application.
Please call 877-NRG-LBWL (877-674-5295) for questions about the application and/or pre-approval before installation.*

Incentive Offer: Projects must be installed and operational by November 30, 2012. Final applications for the current program year should be received by November 30, 2012 to qualify for payment in the 2012 program year. Projects must result in reduced electric energy usage due to improvement in the system efficiency; control upgrades may also qualify. Reduced electric usage resulting from peak shaving, demand limiting, fuel switching, power generation, renewable energy or operating schedule changes will not qualify. To qualify, lighting must be used a minimum of 1,800 hours per year and other equipment must operate a minimum of 1,500 hours per year.

All projects must receive written pre-approval BEFORE project installation.

Determine Eligibility: Equipment must be new and installed in a commercial or industrial facility which is a Lansing Board of Water & Light (BWL) electric customer, as well as meet minimum requirements set forth in this document.

Step 1: Incentive Reservation Applications: Original applications must be submitted for pre-approval with:

- a) The entire completed application signed by the customer.
- b) An itemized quote or proposal from the installing contractor and/or vendor for the project which includes a separate line item for each incentive measure, and includes the quantity, size, type, make, and model of purchased items, and labor costs, if applicable. **Note:** Internal labor cannot be included in the cost of the project.
- c) The manufacturer (OEM) specification sheets for all items to be installed as described in the application.
- d) A copy of the most recent electric utility bill. (The first two pages are sufficient if they include a summary of charges.)

Step 2: Pre-approval: If your project meets the pre-approval criteria, the customer will receive a pre-approval letter via email (or standard mail if email is unavailable) indicating that the funds have been reserved.

- a) Incomplete applications will cause delays.
- b) This letter must be signed and returned within 7 days.
- c) From the date of issuance of this letter, you will have 90 days to complete your project and submit all final documentation.
- d) After 90 days, your application will expire and your reserved incentive(s) will be released.

Step 3: Install Equipment: After returning the pre-approval letter and receiving the required pre-inspection, new equipment must be installed and old equipment removed. Only new products which are exact product types listed in this form are eligible for custom incentives.

Step 4: Final Incentive Applications: Final incentive applications must have complete information and be submitted for approval with:

- a) A completed and signed "2012 Payment Approval Agreement" page.
- b) Completed incentive worksheet(s) reflecting any applicable quantity or measure changes from the Incentive Reservation Application.
- c) An itemized invoice from the installing contractor and/or vendor for the project which includes a separate line item for each incentive measure. It must include the date, quantity, size, type, make and model of installed items, and labor costs, if applicable. **Note:** Internal labor cannot be included in the cost of the project.
- d) The manufacturer (OEM) specification sheets for any items that were part of project application change.

Step 5: Delivery: Applications and required documentation may be mailed, emailed or faxed to:

Mail: Hometown Energy Savers
1400 Abbot Rd., Suite 400
East Lansing, MI 48823
Email: hometown@franklinenergy.com
Fax: (517) 203-0658

2012 Commercial & Industrial Custom Application for Energy Efficiency Incentives



2012 CUSTOMER INFORMATION PAGE \ PRE-APPROVAL AGREEMENT (IF REQUIRED)

NAME OF BUSINESS		PHONE		EMAIL ADDRESS	
MAILING ADDRESS		CITY		STATE	ZIP CODE
INSTALLATION ADDRESS		CITY		STATE MI	ZIP CODE
ANNUAL HOURS OF OPERATION		BWL ELECTRIC ACCOUNT NUMBER		TAXPAYER ID # (SSN/FEIN)	

BUILDING USE - Please Check One Below

- Office
 Retail
 Warehouse
 Restaurant
 Grocery / Supermarket
 Manufacturing
 Lodging
 School: K - 12
 Other / Miscellaneous
 Healthcare facility
 School: College

FUEL TYPE FOR SPACE HEATING:
 Natural Gas
 Electric
 LP (Propane)
 Oil
 Steam

HOW DID YOU LEARN ABOUT THE PROGRAM?

- My Utility
 Utility Website
 Newspaper
 Community Event
 Mail / Bill insert
 Contractor
 Other

NAME OF INSTALLING CONTRACTOR		CONTACT NAME		CONTRACTOR PHONE	
ADDRESS	CITY	STATE	ZIP CODE	CONTRACTOR EMAIL	

CERTIFICATIONS AND SIGNATURE

I hereby certify that: 1. The information contained in this application is accurate and complete. 2. All rules of this incentive application have been followed. 3. I have read and understand the **Terms and Conditions** included with this document.

I agree to verification of equipment installation which may include a site inspection by a program or utility representative. I understand that I am not allowed to receive more than one incentive from this program on any piece of equipment. I hereby agree to indemnify, hold harmless, and release the utility from any actions or claims in regard to the installation, operation, and disposal of equipment (and related materials) covered herein, including liability from any incidental or consequential damages.

SIGNATURE	PRINT NAME	DATE SUBMITTED

FOR INTERNAL USE ONLY

Date Received	Post Inspection	Incentive Approval	Date Approved
	Post Inspection Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Post Inspection date:	Amount: \$	

2012 Commercial & Industrial Custom Application for Energy Efficiency Incentives



2012 PAYMENT APPROVAL AGREEMENT

I certify that I am an eligible Lansing Board of Water & Light (BWL) electric utility customer and that the efficiency measures in this application were installed in this facility in 2012. I certify that I have read and complied with the Terms and Conditions of this application. By submitting this application, I understand that this facility may be inspected by employees or contractors/subcontractors of the BWL to verify installation of any and all measures applied for in this application and that the project follows all program guidelines.

SIGN AND SUBMIT THIS FORM ONLY AFTER ALL EQUIPMENT HAS BEEN INSTALLED

NAME OF BUSINESS

TOTAL PROJECT COST		TOTAL INCENTIVES REQUESTED		PRE-APPR INCENTIVE AMOUNT	
MAILING ADDRESS			CITY	STATE	ZIP CODE
INSTALLATION ADDRESS			CITY	STATE	ZIP CODE
PRINT NAME			DATE	INSTALL COMPLETION DATE	

CUSTOMER SIGNATURE (MUST BE SAME PERSON WHO SIGNED PRE-APPROVAL AGREEMENT)

COMPLETE SECTION BELOW ONLY IF INCENTIVE IS TO BE PAID TO AN ENTITY OTHER THAN THE CUSTOMER

I am authorizing the payment of the incentive to the third party named below, and I understand that I will not be receiving the incentive payment. I also understand that my release to a third party does not exempt me from the program requirements outlined in the Terms and Conditions.

Authorized by:

MAKE PAYABLE TO		CONTACT NAME		CONTACT PHONE	
MAILING ADDRESS			CITY	STATE	ZIP CODE
TAXPAYER ID# (SSN/FEIN OF PAYEE)			TAX STATUS - CORPORATION (Inc., PC, etc.), TAX EXEMPT,		
CUSTOMER SIGNATURE		PRINT NAME			DATE

CUSTOM APPLICATION

Submit completed application for pre-approval: Written approval (notice to proceed) must be obtained by the BWL before purchase or installation of new equipment or systems.

On a separate sheet(s) of paper, please provide the following **REQUIRED** items:

- Describe the project in one or two paragraphs.
- List all known factors, assumptions, and issues in any calculations you provide for kW and kWh energy savings. Fill out the Estimated Project Savings chart with results from calculations.
- Provide clear and logical step-by-step calculations detailing the estimated energy savings (showing all units of measure). See Sample Calculations section for help with showing calculations.
- Calculation methods must be shown separately and clearly. Spreadsheets are accepted and encouraged, but hand-calculations are accepted as well.
- Provide a copy of the vendor proposal showing pricing detail, quantity, size, type, make, model, and external labor costs if applicable.

Note: Projects are paid at \$0.08 per kWh. Hometown Energy Savers® will pay up to 40% of total project cost (proven by invoices) or \$20,000, whichever is lower.

ESTIMATED PROJECT SAVINGS					
Measure Description ^e		Demand Savings (kW)	Annual Energy Savings (kWh)	Annual Cost Savings ^a	Total Project Cost ^{b, c, d}
1					
2					
3					
4					
Totals:					

^a All savings resulting from the project, to include - but not limited to - savings from energy reduction, conservation from controls, etc. Operations and maintenance savings are not to be included.

^b Measure cost is either the cost to remove/replace existing operational equipment or it is the incremental cost to upgrade non-operational equipment from standard efficiency to high efficiency equipment. See instructions for additional information.

^c Costs must be itemized by measure.

^d Costs may include materials, disposal, permit fees, equipment rental and external labor related to the project. Internal labor cannot be included in the total project cost.

^e Measure refers to specific energy efficient components. Examples would be "chiller replacement", "energy efficient lighting conversion", etc.

SAMPLE CALCULATIONS	
kW =	wattage x quantity / 1000
Demand Savings =	(existing kW x existing quantity) - (new kW x new quantity)
kWh =	kW x annual hours of operation
Annual Energy Savings =	existing kWh - new kWh
Annual Cost Savings =	kWh savings x electric rate
Electric Rate =	monthly bill total (including all taxes and fees) / total monthly kWh usage

TERMS AND CONDITIONS

1. **Pre-Approval Requirement:** All custom efficiency projects require written approval (notice to proceed) by the BWL before the customer takes any steps to purchase or install new equipment or systems. To qualify for an incentive, the approval date must precede any and all of the following: Purchase order dates, equipment order dates, equipment ship dates, invoice dates. Once approved, the applicant has 90 days to complete the project and submit an incentive application. Failure to complete the project within 90 days may result in loss of incentive payment. Written extensions may be granted contingent on scope, complexity and equipment lead time.
2. **Incentive Offer:** Projects must be installed and operational by November 30, 2012. Final applications for the current program year should be received by November 30, 2012 to qualify for payment in the 2012 program year. Custom incentives will not be provided for projects with less than a 1-year simple payback or greater than a 7-year simple payback. Custom incentives are provided to cover no more than 40-percent of a projects cost and a maximum of \$20,000. Projects that are eligible for the prescriptive program do not qualify for the custom program. An original signed application and invoices for materials and labor must be delivered via mail to Hometown Energy Savers®, 1400 Abbot Rd, Suite 400, East Lansing, MI 48823, emailed to Hometown@FranklinEnergy.com, or faxed to 1-517-203-0658 within 30 calendar days of installation (completion) and no later than November 30, 2012. Please keep a copy for your records.
3. **Proof of Purchase:** This application must have complete information and be submitted with 1) an invoice itemizing the new equipment purchased and 2) the manufacturer (OEM) specification sheets. The invoice must indicate date of purchase, size, type, make, model, and total project cost.
4. **Energy Savings:** Projects must result in reduced electric energy usage due to improvement in the system efficiency; control upgrades may also qualify. Reduced electric usage resulting from peak shaving, demand limiting, fuel switching, power generation, renewable energy, or operating schedule changes does not qualify.
5. **Compliance:**
 - a. All projects must comply with applicable federal, state and local laws.
 - b. All equipment must be new or retrofitted with new components per the program specifications. Used or rebuilt equipment is not eligible for incentives. Existing equipment must be removed or permanently disconnected.
 - c. Equipment must meet specification requirements and be purchased and operating prior to submitting an incentive application.
 - d. Only one incentive will be granted for each project.
 - e. All projects must be a retrofit / replacement installation in an existing building (not available for new construction).
 - f. If the project is in a leased building, the term of the lease must be at least three (3) years.
6. **Payment:** Once completed paperwork is submitted, incentive payments are usually made within 30 calendar days. Incomplete applications will either delay payments or result in denial of application approval. The BWL reserves the right to refuse payment and participation if the customer or contractor violates program Terms and Conditions. The BWL must receive 100% of the energy savings for the rated life of the product(s) or for a period of three (3) years from receipt of rebate, whichever is less. If you do not provide the energy savings, if the facility in which the installed projects are located closes or ceases operation within the three (3) years from receipt of rebate or if you cease to be a customer of the BWL during the three (3) years, you shall refund a prorated amount of rebate dollars based on the time installed.
7. **Inspection:** All projects require pre-inspections and post-inspections.
8. **Publicity:** The BWL reserves the right to publicize your participation in this program, unless you specifically request otherwise.
9. **Program Discretion:** Incentives are available on a first-come, first-served basis. Incentive amounts and offerings are subject to change or termination without notice at the discretion of the BWL.
10. **Logo Use:** Customers or allies may not use the BWL nor the Hometown Energy Savers® name or logo in any marketing, advertising, or promotional material without written permission.
11. **Disclaimers:** The BWL:
 - a. does not endorse any particular manufacturer, product, labor or system design by offering these programs;
 - b. will not be responsible for any tax liability imposed on the customer as a result of the payment of incentives;
 - c. does not expressly or implicitly warrant the performance of installed equipment or contractor's quality of work (contact your contractor for detailed warranties);
 - d. is not responsible for the proper disposal/recycling of any waste generated as a result of this project;
 - e. 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.