

2023 BUSINESS OFFERINGS

LABORATORY ENERGY EFFICIENCY GUIDE



HOW TO APPLY

NEED HELP? CALL 800.762.7077



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 utilities participate 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 preapproval. Requests received on or before December 8, 2023, will be pre-approved at 2023 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, 2023.

step 2

WHAT YOU'LL NEED:

- Incentive Application and Equipment Incentive Catalog(s).
- Gas and electric utility account numbers.
- Tax ID number.
- Invoice **MUST include**:
 - Trade Ally name, address, and phone number.
 - An itemized list of products 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 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 the application are required. Incomplete application(s) cannot be processed.
- Complete SECTION 7 with all product information. Use the Business Incentive Product Information Sheet found at focusonenergy.com/catalogs if you need additional lines.
- Include project completion date (date the last product was 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 project completion, no later than January 31, 2024.

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

EMAIL: business@focusonenergy.com

INCENTIVE APPLICATION

FOR PROJECTS COMPLETED BY 12/31/2023



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, 2024. 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

TAX CLASSIFICATION OF CUSTOMER

(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 ☐ LLC - Partnership

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)

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 # 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

Payee is responsible for any associated tax consequences.

Make incentive check payable to:

- ☐ Customer ☐ Trade Ally ☐ Other Payee

If Other Payee is selected, the relationship to the utility account holder must be identified below:

- ☐ Tenant ☐ Building Owner ☐ Other (specify) _____

For All Payees

Mail check to: ☐ Customer Legal Address ☐ Job Site Address
☐ Trade Ally Address ☐ Alternate Address

COMPANY NAME

LEGAL ADDRESS (AS SHOWN ON COMPANY W-9)

CITY STATE ZIP

ATTENTION TO (OPTIONAL)

For Trade Ally and Other Payees

Trade Allies must be registered with the Program and have a current W-9 on file to receive payment.

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 below.

FEIN

Tax Classification of Payee

(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 _____

Payee Contact Information

NAME EMAIL ADDRESS

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 (1) property type that best describes your business:

- Agriculture Producer
Dairy - Traditional
Dairy - Robotic
Other:
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.
Business Incentive Product Information Sheet at focusonenergy.com/catalogs if additional lines are needed.

Table with 7 columns: INCENTIVE CODE, MANUFACTURER NAME, MODEL #, UNIT MEASURE, # OF UNITS (A), INCENTIVE PER UNIT (B), REQUESTED INCENTIVE (A X B). Includes a table for Manufacturer Specifications Attached and a summary row for 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. person.

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

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 800.762.7077

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 coefficient 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.
- 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 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)	SCHEDULED LAB TIME HOOD IS VACANT (%)	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	25%	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	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

NEED HELP? Call 800.762.7077



Use the eligibility requirements below to see if your business qualifies for program incentives. You can also visit **focusonenergy.com** to find savings opportunities specific to your business.

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 Tax 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.

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