

2023 BUSINESS OFFERINGS

# BIOGAS AND BIOMASS FEASIBILITY STUDIES



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**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. **For more information, call 800.762.7077 or visit [focusonenergy.com](http://focusonenergy.com).**

# INTRODUCTION AND ELIGIBILITY



A feasibility study assesses the practicality of a proposed plan or project to help businesses make an informed decision on proceeding with implementation. FOCUS ON ENERGY® offers feasibility study incentives to encourage end-users to undertake renewable energy projects for biomass and biogas. These incentives assist Wisconsin businesses, municipalities, farms, and other generators of waste or wastewater sources in overcoming financial barriers to study and engineer modifications to existing facilities or construction of new facilities.

## FEASIBILITY STUDY INCENTIVES

Focus on Energy provides up to \$15,000 in financial incentives, not to exceed 50% of the cost of the study, for biogas and biomass feasibility studies. Feasibility studies performed in phases are subject to the \$15,000 per study cap (total for all phases). A phased study on the same system will not be eligible for incentive payment until all phases of the study are complete.

“Walk through” surveys not yielding engineering estimates of renewable energy production and a detailed outline of project costs (design, materials, etc.) are not eligible for feasibility study funding. Independently submitted contractor and/or consultant cost proposals are also not eligible.

Feasibility studies exclusively evaluating one of the end uses specified below **do not qualify** for a feasibility study incentive.

- Production of pipeline-quality renewable natural gas (RNG) for injection into an interstate or intrastate natural gas transport or distribution pipeline system with no use of the RNG within the service area of a Focus on Energy participating utility
- Production of compressed natural gas (CNG) for use as vehicle fuel
- Other uses not resulting in an offset of electricity and/or natural gas currently purchased (or would be purchased in the future) to meet energy needs of the Focus on Energy customer from a Focus on Energy participating utility

## CUSTOMER ELIGIBILITY

- A facility must meet one of the following criteria to qualify for feasibility study incentives:
  - o Facility has opportunities to install a new biogas or biomass system.
  - o Facility is not producing or utilizing biogas or biomass to the full capability or design capacity of an existing system.
- The site where the study will occur must be a customer of a participating electric or natural gas provider (visit [focusonenergy.com/utilities](https://focusonenergy.com/utilities) for a list of participating utilities).
- The study has not already been initiated, including execution of a contract, or implemented.

# PARTICIPATION PROCESS



## WHAT YOU'LL NEED

- Feasibility Study application. All sections of the form must be completed.
- Executive Summary (limited to one page).
  - Description of what the feasibility study will assess, including data to be gathered and results to be quantified.
  - Barriers preventing the facility from installing a new system or preventing the facility from maximizing the energy production capacity or generation of an existing system.
  - Range of financial, performance, and any other key decision metrics used to decide whether to implement the project once the study is complete.
  - Plan for implementation should the study meet or exceed all specified standards and satisfy key decision points.
  - Experience and qualifications of the feasibility study provider.
- Materials to support estimated energy and energy cost savings.

## PARTICIPATION PROCESS

### step 1

#### BEFORE APPROVAL:

- Customer submits a Feasibility Study application and required supporting documentation. Focus on Energy Advisor support is recommended, but not required.
- Focus on Energy reviews the application and follows up with the customer within 14 business days.

### step 2

#### AFTER APPROVAL:

- If the application is accepted, the customer is notified of approval and receives an Incentive Agreement for signature. This Agreement must be signed and returned within 30 calendar days of approval or the offer will be null and void.
- Customer completes the study within 120 calendar days from the date of signing the Incentive Agreement.

### step 3

#### AFTER COMPLETION:

- Customer submits a copy of the study report to Focus on Energy within 30 calendar days of receipt. See Appendix A for Report Guidelines.
- Focus on Energy evaluates the study report and responds within 10 business days indicating whether the study report has been accepted.

- If the report is not accepted, a summary will be provided detailing deficiencies to be addressed. Customers have 10 business days to address identified deficiencies and resubmit the study report.
- Focus on Energy reserves the right to visit the potential project site to verify reported information.

- Focus on Energy provides a Project Completion Notice (PCN) to the customer for signature. The customer signs and returns the PCN with a copy of the invoice for the study within 30 calendar days of receiving the PCN.

### step 4

#### PAYMENT:

- Focus on Energy reviews the PCN and invoices. Upon acceptance, Focus on Energy issues the incentive payment within six to eight weeks. The incentive is subject to change should the cost of the study decrease from the original proposal.

### step 5

#### REVIEW WITH FOCUS ON ENERGY:

- Customer meets with Focus on Energy staff to discuss the assessment findings and identify project potential, available Focus on Energy incentives, and timeline for installation.
  - If it is decided the project will not move forward, the customer will be required to provide a written explanation to Focus on Energy.

## ADDITIONAL FINANCIAL INCENTIVES

Recommendations from an accepted feasibility study report may be eligible for a Focus on Energy incentive through a custom project. Biogas projects are eligible for the standard custom incentives. Since Focus on Energy considers biomass projects as a form of renewable energy, they are eligible for renewable custom incentives. Contact your Energy Advisor or Focus on Energy at [business@focusonenergy.com](mailto:business@focusonenergy.com) for further information.

## OTHER INFORMATION AND REQUIREMENTS

- Submission of a Feasibility Study Incentive application does not guarantee approval. Approval is required prior to initiating the study.
- Focus on Energy reserves the right to require a site visit prior to incentive payment to confirm facts and findings made in the study and to verify assumptions used in the engineering calculation process.
- Focus on Energy reserves the right to publicize a customer or Trade Ally's participation in the program, unless a request for confidentiality is provided in writing.
- Incentive offers may be changed, revised, or discontinued at any time by Focus on Energy.



# FEASIBILITY STUDY APPLICATION



## 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  
 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) \_\_\_\_\_

## 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

### TECHNOLOGY

Anaerobic Digester    Anaerobic Pretreatment    Biomass

Other \_\_\_\_\_

## section 7

### STUDY INFORMATION

**A) Potential Annual Cost Savings** - This estimate is based on information known before the assessment. Indicate the estimated potential savings here and attach information supporting this estimate. \$ \_\_\_\_\_

**B) Requested Incentive (lesser of 50% of assessment cost or \$15,000).** \$ \_\_\_\_\_

**C) Date the final report will be completed** \_\_\_\_\_

**D) If the project(s) identified in the assessment is to be implemented, what is the anticipated completion date?** \_\_\_\_\_

## section 8

### APPLICATION CHECKLIST

Executive Summary (limited to one page)    Supporting materials for estimated energy and energy cost savings

**Applications received incomplete may be disqualified**

## section 9

### CUSTOMER SIGNATURE

I, the undersigned, certify that the information provided in this application and on the attached pages is accurate and true to the best of my ability, and that I have read and understood the requirements of this offer. I understand that submission of this application does not guarantee funding or a specific level of funding. I acknowledge that participation in this program shall impose no liability on Focus on Energy. Focus on Energy may conduct a pre- and/or post-service site visit to verify savings. Signer also certifies that:

- The number shown on this form is the correct taxpayer identification number.
- The company which I represent is not subject to backup withholding because: (a) it is exempt from backup withholding, or (b) it has not been notified by the IRS that the company is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified the company that it is no longer subject to backup withholding.
- I am a U.S. citizen or a U.S. resident alien.

\_\_\_\_\_  
CUSTOMER SIGNATURE

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
DATE



**Submit your completed application and supporting documentation to [business@focusonenergy.com](mailto:business@focusonenergy.com).**

## APPENDIX A: REPORT GUIDELINES

**Feasibility study reports must comply with the guidelines below before the feasibility study incentive will be paid.**

### A. Cover Page

- a. Title: "Focus on Energy – Biogas (or Biomass) Feasibility Study".
- b. Customer name.
- c. Facility name and address.
- d. Type of business (processing plant, wastewater treatment facility, etc.).
- e. System being studied (anaerobic pretreatment system, biomass, etc.).
- f. Name of consulting firm/engineer and contact information.
- g. Report date.

### B. Executive Summary

- a. A description of the project and its major components.
- b. Projected reduction in kW, kWh, and/or therms, and annual total cost savings.
- c. Simple payback period based on the estimated installation cost and annual energy cost savings.

### C. Study Results and Recommendations

- a. Detailed project scope
  - i. Preliminary design specifications and operating parameters for major equipment components of the system (including schematics, process diagrams, control strategies, etc.).
  - ii. For biogas, detailed description of how the biogas will be measured and treated prior to beneficial utilization.
  - iii. Cost estimate to purchase and install suggested measures, including design services and system commissioning.
- b. Energy usage and savings analysis
  - i. New system(s)
    1. Current baseline energy usage offset by the potential biogas or biomass-derived energy, including at least the last 12 months of normal and peak energy use data.
    2. Calculations for estimated annual energy production and utilization (kWh, kW, and therms). See Appendix B for a list of considerations for this analysis.
  - ii. Existing system(s)
    1. Current (baseline) biogas/biomass volumes and associated energy output supported by acceptable measurement data.
    2. Calculations for estimated increase in annual energy production and utilization (kWh, kW, and therms). See Appendix B for a list of considerations for this analysis..
  - iii. Simple payback calculation for each of the proposed measures
  - iv. Description of methodology to verify and quantify the magnitude of renewable energy production post-installation

## APPENDIX B: SAVINGS ANALYSIS

- A generic description may be used for a series of similar spreadsheets if sufficient explanatory notes are included on each spreadsheet.
- Each analysis must have adequate information for the review engineer to confidently concur with the energy production values.
- Spreadsheets must include a description of the calculations and show the formulas used.
- Calculation assumptions and input variables (with associated units) must be clearly stated and justified.
- All associated parasitic energy uses must be presented and accounted for.
- Demand savings (kW) and energy consumption (kWh) must be calculated separately (if applicable).
- Calculations claiming demand savings must demonstrate the extent to which the proposed equipment contributes to the peak demand.
- The cost(s) in the calculation must match the customer's utility bill. Energy costs for electric savings should use a blended rate (total kWh used divided by total electric charges) to account for kW related savings (if applicable).
- Buy-back rates from the utility must be clearly stated (if applicable).
- Energy savings should be normalized for weather. Weather data used should be "bin-type" values compiled over multiple years and the data source used must be accessible for engineers during the review process.
- Analyses based solely on manufacturer's claims may not be accepted until independently verified.



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.

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