



# FOCUS ON 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 six years or older and at least six years since the last retrocommissioning) 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 (pages 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 [focusenergy.com/findtradeally](https://focusenergy.com/findtradeally).

## 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.

©2024 Wisconsin Focus on Energy



# RCx OVERVIEW

Buildings enrolling in RCx will receive a base incentive plus additional incentives for achieving a reduction over 5% 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](http://energystar.gov).

Market Sector	Property Type	Median Site EUI (kBtu/ft <sup>2</sup> )
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 and Eligibility

- Customers who complete the audit and reduce their EUI by 1% or more will receive a minimum base incentive of \$0.10/ft<sup>2</sup>.
- Customers will receive an additional \$0.01/ft<sup>2</sup> for every 1% EUI reduction over 5%.
- Incentives are capped at a 15% EUI reduction or \$0.20/ft<sup>2</sup>.
- Incentives are capped at 75% of the total cost (audit + implementation) 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. If one of the utility providers is non-participating or if a baseline EUI cannot be calculated, contact your Energy Advisor.
- Buildings under 200,000 ft<sup>2</sup> must audit the entire building.
- Buildings over 200,000 ft<sup>2</sup> 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.
- Buildings must have direct-digital controls (DDC) with the ability to trend and export data.
- Buildings without DDC (i.e., pneumatic controls) may be eligible for a custom incentive for retrofitting the control system. Control systems may only be repaired as part of RCx.

EUI Reduction	Incentive/ft <sup>2</sup>
1%	\$0.10
2%	
3%	
4%	
5%	
6%	\$0.11
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 ft<sup>2</sup> x \$0.10 ft<sup>2</sup> to Gross ft<sup>2</sup> x \$0.20 ft<sup>2</sup>

Minimum                      Maximum  
 \$ \_\_\_\_\_ to \$ \_\_\_\_\_

# RCx ENROLLMENT APPLICATION

FOR PROJECTS COMPLETED BY 12/31/2024



Complete all sections. Incomplete applications cannot be processed and will delay approval. For an electronic copy of this form visit [focusonenergy.com/bldg-opt](https://focusonenergy.com/bldg-opt).

## 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  S Corporation  Partnership  
 C Corporation  LLC - S Corp  LLC - Partnership  
 LLC - C Corp  Single-Member LLC  
 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  RSP  Other \_\_\_\_\_

## section 4

### RSP INFORMATION

RSP CONTACT NAME

PRIMARY PHONE # EMAIL ADDRESS

RSP 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 RSP and Other Payees

RSPs 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  S Corporation  Partnership  
 C Corporation  LLC - S Corp  LLC - Partnership  
 LLC - C Corp  Single-Member LLC  
 Other \_\_\_\_\_

### Payee Contact Information

NAME

EMAIL ADDRESS

# INCENTIVE APPLICATION

NEED HELP? Call 800.762.7077



## section 6

### PROJECT PARAMETERS - ENERGY USE

ANNUAL KWH USED (A)

ESTIMATED KWH SAVINGS

ANNUAL THERMS USED (B)

ESTIMATED THERM SAVINGS

CALCULATED BASELINE EUI  $[(A) \times 3.412 + (B) \times 100] / (C)$

## section 7

### BUILDING DETAILS

GROSS SQUARE FOOTAGE OF FACILITY

GROSS SQUARE FOOTAGE OF FACILITY BEING AUDITED (C)

SQUARE FOOTAGE HEATED

SQUARE FOOTAGE AIR CONDITIONED

YEAR FACILITY WAS BUILT

## 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.

I understand if the project extends beyond 18 months from enrollment approval, a 25% incentive penalty will be assessed.

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.



# 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](https://www.focusonenergy.com) to find savings opportunities specific to your business.

## CUSTOMER ELIGIBILITY

Incentives included in this catalog are available to all nonresidential customers (agriculture, commercial, government, industrial, multifamily, and schools) located in a participating utility territory.

To see if your utility participates, go to [focusonenergy.com/utilities](https://www.focusonenergy.com/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).
- ▶ Common areas of multifamily residential properties with four or more dwelling units under one roof (e.g., apartment/condominium buildings, student housing, assisted living, and Residential Care Apartment Complexes [RCAC]). Multifamily properties may also refer to [focusonenergy.com/multifamily](https://www.focusonenergy.com/multifamily) for available incentives and offerings for common areas and individual units.

## CUSTOM INCENTIVES

**Does your project not fit in one of our prescriptive offers?** Custom project incentives are calculated on a case-by-case basis for non-standard technologies and are based on estimated first-year energy savings. Whether you operate a large industrial facility, a chain store or franchise, an office, school or municipal building, a farm, or anything in between, we can show you how to be more energy efficient — and how to save on the cost of making improvements.

Before purchasing equipment or proceeding with upgrades, you must contact an Energy Advisor from Focus on Energy. Your Energy Advisor will help you determine if your project qualifies for a Focus on Energy custom incentive and will help you obtain necessary pre-approval. Refer to the blue 'Custom Project Idea' boxes throughout the catalog for ideas.

To get started with your custom project, download and complete the Custom Incentive Guide at

[focusonenergy.com/business/equipment-replacement](https://www.focusonenergy.com/business/equipment-replacement).

## 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](https://www.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](https://www.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.