

FOCUS ON ENERGY

Industrial Staffing Grant Offering

Proposal Template

Proposal Submission Deadline:
Tuesday, December 31, 2024

Offering Release Date:
Monday, April 3, 2023.



FOCUS ON ENERGY® is continuing to accept applications for industrial customers as part of the Industrial Staffing Grant Offering (ISGO). This Program is available to customers in need of financial support to justify or offset staffing needed to complete energy-saving projects while funds last. Applicants should work directly with an Energy Advisor to develop and submit an application. Find your Energy Advisor at focusonenergy.com/energy-advisor-map or email us at business@focusonenergy.com.

Eligibility

1. Industrial customers are defined as entities whose primary function is to manufacture or produce goods, including food and beverage, and their support buildings. A customer must have one manufacturing facility within the state to be eligible for the ISGP.
2. A customer may request up to \$100,000 for projects completing between 2024 and 2025 while funds last.
3. Customers may also apply for custom and prescriptive incentives available to the proposed projects. This offering is not eligible for projects already pre-approved for Focus on Energy incentives, completed projects, or projects that have already been initiated.
4. The total Staffing Grant requested is based on the total value of staff time of projects identified on the **Project List Template (page 6)**.
5. Staffing Grants are limited to 50% of the expected annual cost savings for each project listed in the Project List.
6. Project Assessment Incentives (PAI), Retrocommissioning projects, and Solar Photovoltaic projects are not eligible for staffing incentives. However, projects identified through a previous PAI may be included in the Project List if they have not yet been implemented.
7. Staffing Grants will be awarded on a first-come, first-served basis, and funding is limited. Applicants will receive acceptance or denial to the program within 10 business days from the time of submission.

Participation Requirements

1. Applicants must identify a new or existing employee or contracted individual to serve as the **Energy Champion**. The Energy Champion may work for a third-party, such as an engineering firm. If the Energy Champion leaves or changes positions within the company or becomes otherwise unable to participate in the ISGO, a new Energy Champion must be identified to retain incentive eligibility.
2. Upon application, the customer must provide a list of projects the Energy Champion will be supporting. Eligible projects must be completed by December 31, 2025, and have energy savings verified by Focus on Energy. Energy Advisors are available to assist in identifying and quantifying energy-saving projects as needed. The **Project List Template on page 6** should be submitted with the application, and requires:
 - a. Project name.
 - b. Anticipated energy savings (kW, first year kWh, first year therm).
 - c. Anticipated annual cost savings.
 - d. Project cost.
 - e. Requested Staffing Grant, limited to 50% of expected annual energy cost savings.
 - f. Expected completion date.
 - g. If a proposal for the project has been obtained prior to applying.
3. Applicants must complete the **Program Impact Questionnaire** on page 7, demonstrating how limited staff bandwidth or funding has stalled the implementation of energy-saving projects.

4. Applicants should be prepared to request formal pre-approval for projects identified on the **Project List Template** within 60 days of receiving grant approval. The Program reserves the right to modify the grant amount if final pre-approved annual cost savings is found to be different from the amount supplied on the application.
5. Upon Acceptance, the Energy Champion must agree to meet with their Energy Advisor once per month until all identified projects are complete. Meetings may take place virtually, however one meeting per quarter must be in-person. If applicant fails to demonstrate reasonable progress implementing projects, the Program reserves the right to cancel any approved Staffing Grants.
6. Payment is issued upon completion of each project identified and implemented. Completion is achieved when the project is generating energy savings as expected and savings are approved by Focus on Energy.
7. **Optional:** Participants that sign a service agreement with a third-party energy management service may request a 30% early Staffing Grant payment. The following requirements and information apply to this option:
 - a. Applicant must include, with their Staffing Grant application, a proposal from a third-party energy management service provider that has a scope of work that at a minimum includes:
 - i. Managing implementation of projects on the Staffing Grant **Project List Template**.
 - ii. Development of a site Energy Map showing energy consumption and energy cost for all significant energy using systems at the customer site.
 - iii. A “treasure hunt” or similar process for seeking out additional low-/no-cost operational savings opportunities and managing the implementation of the opportunities.
 - b. Focus on Energy must review and approve in writing the third-party energy management service proposal prior to applicant and service provider executing the agreement. This approval process will occur as part of the Staffing Grant application review and approval.
 - c. 30% Early Payment will be initiated after the following:
 - i. The executed service agreement is returned to Focus on Energy.
 - ii. The treasure hunt output has taken place and resulting new opportunity list is provided to Focus on Energy.
 - iii. Initial meeting with applicant, third party energy management service provider and the Focus on Energy, Energy Advisor, to review treasure hunt results have occurred and any new opportunities to be implemented are added to the Staffing Grant Project List.
 - d. The remaining 70% of the approved Staffing Grant will be paid as 70% of the requested staffing grant value for each project in the **Project List Template** (Page 6) as those projects are completed and savings approved by Focus on Energy.

Customer and Project Information

Applicant	Applicant's Name		Tax Identification Number (9-digit FEIN)			
	Tax Classification of Applicant	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Single Member LLC <input type="checkbox"/> LLC – C Corp <input type="checkbox"/> Other:	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> LLC – S Corp	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> LLC – Partnership		
	Site Address					
	City		State	ZIP		
	Electric Provider		Electric Account #			
	Natural Gas Provider		Natural Gas Account #			
Customer Primary Contact and Mailing Address	Name					
	Address					
	City		State	ZIP		
	Phone		Email			
Grant Payment Information	Make Grant Payable to: <input type="checkbox"/> Customer <input type="checkbox"/> Trade Ally <input type="checkbox"/> Other		If "Other" Payee, specify relationship to customer:			
	Mail Check to: <input type="checkbox"/> Job Site Address <input type="checkbox"/> Trade Ally Address <input type="checkbox"/> Customer Legal Address <input type="checkbox"/> Other					
	Company Name		Tax Identification Number (9-digit FEIN)			
	Tax Classification of Payee (if different from Applicant)	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Single Member LLC <input type="checkbox"/> LLC – C Corp <input type="checkbox"/> Other:	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> LLC – S Corp	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> LLC – Partnership		
	Address					
	City		State	ZIP		
Energy Champion Information (if different from Primary Contact)	Name					
	Phone		Email			
	Employed By <input type="checkbox"/> Customer Company <input type="checkbox"/> Third-Party (must complete Vendor/Trade Ally Information section)					

Vendor/Trade Ally Information (Optional)

Trade Ally (Vendor) Name	
Address	
City	County
State	ZIP
Phone	Fax
Email	

Facility Energy Usage Information

Annual Electric Usage (kWh per year)	
Annual Electric Cost (\$ per year)	
Annual Gas Usage (therms per year)	
Annual Gas Cost (\$ per year)	
Total Annual Utility Cost	

Project List Template

Project Name	Demand Savings (kW)	Annual Electric Savings (kWh/yr)	Annual Gas Savings (therms/yr)	Annual Energy Cost Savings (\$)	Estimated Project Cost (\$)	Requested Staffing Grant (\$) <i>(maximum of 50% Annual Energy Cost Savings)</i>	Expected Completion Date	Proposal Obtained (Yes/No)
TOTAL								

Program Impact Questionnaire

This Program is intended to support energy efficiency projects requiring additional staffing or to help justify staffing allocation against other internal projects. Focus on Energy retains the right to fund only projects deemed to need funding assistance and have a high likelihood of completion. Answer each of the following questions as completely as possible. The respondent should be a company decision-maker. If needed, a Focus on Energy representative may call the respondent to follow up on the information provided.

1. How will the Industrial Staffing Grant help your company overcome staffing challenges to implement the identified projects?
2. What other factors have prevented you from initiating the listed projects?
3. Which describes your current workforce challenges (select all that apply):
 - a. Difficulty filling open positions.
 - b. Financial constraints impacting the ability to hire or retain support.
 - c. Existing workforce spread thin between multiple priorities.
 - d. Other (specify):
4. Without Focus on Energy support, when would you likely complete the listed projects?
 - a. Within one year.
 - b. Within two years.
 - c. Indefinite.

As an individual with decision-making authority, I understand if my organization is selected as a grant recipient, any grant payment is dependent upon completing the project(s) as described in the **Project List Template**.

Executive Sponsor or Site Representative

Date _____