

FOCUS ON ENERGY®

Industrial Staffing Grant Application

Submission Deadline:
Friday, December 29, 2023

Offering Release Date:
Monday, April 3, 2023



Focus on Energy is accepting applications for the Industrial Staffing Grant offering (ISG). This offering is available to industrial customers in need of financial support to justify or offset staffing needed to complete energy-saving projects. 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. Projects supported by the Staffing Incentive must be at an industrial facility served by a utility participating in Focus on Energy. Industrial customers are defined as entities whose primary function is to manufacture and produce goods, including food and beverage, and their support buildings.
2. A customer may request up to \$100,000 for staffing support associated with projects completing between 2023 and 2024.
3. Projects receiving staffing support through this offering may also apply for available custom and prescriptive incentives. Projects already pre-approved for Focus on Energy incentives, completed projects, or projects already initiated are not eligible for this offering.
4. The total Staffing Grant requested is based on the total value of staff time associated with projects identified on the **Project List Template (page 6)**.
5. Staffing Grants are limited to 50% of the estimated annual energy 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. Projects identified through a previous PAI may be included in the Project List if they have not yet been implemented.
7. Applicants will receive acceptance or denial into the offering within 10 business days from the time of applying. Submitting an application does not guarantee Staffing Grant approval. Staffing Grants will be awarded on a first-come, first-served basis, and funding is limited. Focus on Energy retains the right to only fund projects deemed to need funding assistance with a high likelihood of completion.

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 offering, a new Energy Champion must be identified to retain incentive eligibility.
2. Applications must include the **Project List Template** identifying all projects the Energy Champion will be supporting. Eligible projects must complete by December 13, 2024, including submitting any required documentation to Focus on Energy. Energy Advisors are available to assist in identifying and quantifying energy-saving projects as needed.
3. Applicants must complete the **Program Impact Questionnaire (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 Grant amount if final pre-approved annual cost savings is found to be different from the amount supplied on the application.

5. If accepted, the Energy Champion must agree to meet with their Energy Advisor once per month until all identified projects are complete. One meeting per quarter must be in-person. If applicant fails to demonstrate reasonable progress implementing projects or the Energy Champion fails to meet with the Program for three consecutive months without prior notice, 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.

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"/> Customer Legal Address <input type="checkbox"/> Job Site Address <input type="checkbox"/> Trade Ally 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

If needed, a **Utility Release Form** is provided on page 8, which will allow Focus on Energy to request your utility usage directly from your utility.

Annual Electric Usage (kWh per year)	
Annual Electric Cost (\$ per year)	
Annual Gas Usage (therm 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 (therm/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								

UTILITY CUSTOMER AUTHORIZATION TO RELEASE GAS AND/OR ELECTRIC USAGE AND BILLING COST INFORMATION TO FOCUS ON ENERGY®

OFFICE USE ONLY
PROJECT ID:

SECTION A: This section is to be completed by the utility customer. Please print or type.

Business Name

Business Address		City	State	ZIP Code
Contact Name	Contact Phone	Contact Email	Utility Name(s)	

INFORMATION TO BE RELEASED – Usage records and billing cost data 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). A multifamily premise may require releases from individual tenants.

Premise 1	Premise Address (address at the meter location, not the billing or company address)	City	State	ZIP Code
	Release Natural Gas Usage Data <input type="checkbox"/>	Release Electric Usage Data <input type="checkbox"/>	Account Number	Meter Number
Premise 2	Premise Address (address at the meter location, not the billing or company address)	City	State	ZIP Code
	Release Natural Gas Usage Data <input type="checkbox"/>	Release Electric Usage Data <input type="checkbox"/>	Account Number	Meter Number

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 B 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.

Authorized Customer Signature	Title	Date
Focus on Energy has permission to share my company's project information and results with my utility, unless I choose to say "no" by initialing the box at right. (Initial Box at right to indicate "Do NOT share my data.")		

SECTION B: This section is to be completed by the Focus on Energy agency or organization that is to receive the information. Please print or type.

Name	Organization		
Phone	Email		
Business Address	City	State	ZIP Code

INFORMATION REQUESTED – Please check the information desired and fill in the blanks as appropriate. NOTE: Contact the utility to verify the availability of interval data.

<input type="checkbox"/> 12 Months of recent metering usage and billing cost data beginning:		and ending:	
<input type="checkbox"/> 12 Months of peak electric demand data beginning:		and ending:	
<input type="checkbox"/> 12 Months of recent interval data beginning (see note above):		and ending:	

Signature of the Focus on Energy representative to whom this information is to be released.	Date
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Please forward this request to your appropriate utility contact.