

Retro-Commissioning Defined Action Application



Consumers Energy
Business Energy Efficiency Programs

Consumers Energy

Count on Us®

About this Application

Optimized buildings save energy and money. The Retro-Commissioning Defined Action Service from Consumers Energy lets experts assess your facility's energy use and show you small changes can have a big impact on your bottom line.

What is Retro-Commissioning Defined Action?

Retro-Commissioning Defined Action help optimize the operations of your building to run in the most efficient manner for weather and occupancy conditions. Further, benchmarking your building in ENERGY STAR® to compare it versus national ratings may highlight potential Retro-Commissioning Defined Action items to improve performance.

How much could I save?

The Retro-Commissioning Defined Action Service is a targeted operations and maintenance (O&M) based efficiency service. Operations and maintenance based investigations have routinely delivered paybacks for customers in two years or less and savings of up to 15% or more. The majority of the recommendations made after the assessment are modifications to existing control systems and do not require significant capital investment.

Does my facility qualify?

If you answer "yes" to **all** of these questions, your facility is eligible:

- Do you purchase your electric and/or natural gas service from Consumers Energy?
- Do you have at least 15,000 square feet of conditioned area (heated and cooled) in your facility?
- Is a majority of the building controlled by a building automation system (BAS) with direct digital control (DDC)?
- Is your facility free of major maintenance issues?
- Do you intend to operate the current building systems for the next five years without major upgrades?

Directions

Please save a copy of this form to your computer by selecting "File>Save As..." before entering text and numbers. Then fill in your information electronically and select "Save". Note that this form requires Adobe Reader® version 11.0 to function properly. Download the most recent version of Adobe Reader® at get.adobe.com/reader.

- A** Complete the pre-notification application if you are applying for a project that requires pre-notification.
- B** Complete the final application if your project was completed within the last 60 days.

Application Checklist

Eligibility

Eligible customers must be served by Consumers Energy electric, natural gas or electric and natural gas services. Eligible facilities must have at least 15,000 square feet of conditioned area with a building automation system and direct digital controls.

Submit Application

Email, mail or fax a completed copy of the application, sign page 7, including all required documentation. Customer applications will be followed up with a telephone interview to verify eligibility for the service and confirm the approved assessor/implementer.

Facility Assessment

Customers will coordinate with the site assessment team to provide access to building systems and answer questions on facility equipment and operation during the site assessment. Service staff and the provider will schedule a report delivery meeting to review actions planned or completed.

Planning

A time-based implementation plan must be submitted by the customer/implementer to Consumers Energy Business Energy Efficiency Programs after the application has been completed. This should include steps to complete the recommended low cost/no cost facility based action(s).

Implementation

Install your selected low cost/no cost efficiency improvement commitments. Collect project documentation for submittal with final application. Additional Commercial and Industrial incentives may be eligible for work beyond the implementation requirements. Service staff will help you determine what may also be available.

Project Completion

Submit the final application to service staff via mail, email or fax. Please sign page 9 and supply the completed Consumers Energy Retro-commissioning Tool (CERT). Service staff will schedule a final verification meeting to verify implementation and compliance with the service. The incentive will be awarded based on building savings calculated with the Consumers Energy Retro-commissioning Tool (CERT).

Submit Application by one of these methods:

Mail: Consumers Energy Business Energy Efficiency Program
P.O. Box 1040, Okemos, MI, 48805

Fax: 877-607-0738

Email: Retro-Commissioning@cmsenergy.com

Available Incentives

- An incentive for the Retro-Commissioning Defined Action Service is provided to qualifying facilities that complete implementation of the Defined Action(s). Additional incentives for implemented measures may be available through the Consumers Energy Business Energy Efficiency Commercial and Industrial Program. Prior to receiving the Retro-Commissioning Defined Action incentive, customers will be required to sign a final application stating the Defined Action are completed.
- The incentive amount for the Retro-Commissioning Defined Action is calculated based on the Consumers Energy Retro-commissioning Tool (CERT).

Defined Action incentives are:

- \$0.05 per kWh saved.
- \$6.00 per Mcf saved.
- 100% of project cost.

Program Year Incentive Limits

The amount of incentives a customer can receive is limited. A facility is defined as a single customer who is responsible for paying the Consumers Energy electricity and/or natural gas bill. A customer is defined as the organization under which the company (or companies) are owned or operated, regardless of who is responsible for paying the bill. The facility must have a commercial rate code. The program has a limited annual budget. Applications will be processed until allocated funds are reserved or spent each program year.

Prescriptive Incentives	100% of the total project cost
Custom Incentives	100% of the total project cost (for Retro-Commissioning Defined Action)
Retro-Commissioning Customer Incentive Limit	\$120,000 across all facilities per customer
Natural Gas Customer Incentive Limit	\$1,000,000 across all facilities per customer
Electric Customer Incentive Limit	\$2,000,000 across all facilities per customer

Customer Information (Required for All Applications)

Company Name
(as it appears on Consumers Energy bill) _____

Contact Name _____ Title _____

Mailing Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____

We will use your email address solely to provide timely information about the Consumers Energy Business Energy Efficiency Programs and your projects.

Consumers Energy Natural Gas Account Number (at Project Location)

Consumers Energy Electric Account Number (at Project Location)

Primary Business Type

- | | | | | |
|--|---|--|---|-----------------------|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Heavy Industrial | <input type="checkbox"/> Hotel | <input type="checkbox"/> Big Box Retail | |
| <input type="checkbox"/> Auto Repair | <input type="checkbox"/> Light Industrial | <input type="checkbox"/> Motel | <input type="checkbox"/> Small Retail | |
| <input type="checkbox"/> Biotech | <input type="checkbox"/> High School | <input type="checkbox"/> Large Office | <input type="checkbox"/> Full Service Restaurant | Facility Size (Area) |
| <input type="checkbox"/> Convenience Store | <input type="checkbox"/> School (K-8) | <input type="checkbox"/> Small Office | <input type="checkbox"/> Quick Service Restaurant | _____ ft ² |
| <input type="checkbox"/> Grocery | <input type="checkbox"/> University/College | <input type="checkbox"/> Religious | <input type="checkbox"/> Warehouse | |
| <input type="checkbox"/> Data | <input type="checkbox"/> Hospital | <input type="checkbox"/> Public Assembly | <input type="checkbox"/> Other _____ | |

Customer Tax Information (Required for All Applications)

Tax Status **: Individual/Sole proprietor single-member LLC C Corporation Partnership LLC Enter Tax Classification _____ S Corporation Trust/estate Other _____

Tax ID Number: Please provide your EIN/Federal Tax ID below.
EIN/Federal Tax ID -

Exemptions:
Payee Code _____ FATCA Code _____

Project Information

Project Name (if applicable) _____

Installation Address _____

City _____ State _____ ZIP _____

Estimated Completion Date _____ Total Incentive Requested _____

Technical Contact Information (Trade Ally, Contractor, Designer, etc.)

Company Name* _____ Consumers Energy Contractor ID (if known) _____

Contact Name _____ Title _____

Mailing Address _____

City _____ State _____ ZIP _____

Phone _____ Email _____ Fax _____

* Company name as it appears on your W-9.
** W-9 must be provided for payee with application.

For internal use only		
Date	Assigned	CE -

Retro-Commissioning Defined Action Information

Natural Gas Provider

- Consumers Energy
- DTE Energy
- Other

Electricity Provider

- Consumers Energy
- DTE Energy
- Other

Facility Information

_____ Ft ² , total area	_____ Number of full time employees on maintenance staff
_____ Ft ² , conditioned area	_____ Manufacturer of building automation system (BAS)
_____ Year of construction	_____ Age of BAS
_____ Number of floors	_____ Annual hours of operation
_____ % occupied	
_____ Number of people in the building 8 hours or more a day	

HVAC Systems (Check all that apply)

Plants

- Air Handler Units
- Boiler, Electric
- Boiler, Natural Gas
- Chiller, Absorption
- Chiller, Electric
- Condenser
- Cooling Tower
- Rooftop Units
- Unit Heaters, Natural Gas
- Unit Heaters, Electric
- Water Loop Heat Pumps

Distribution

- Baseboard, Electric
- Baseboard, Hot Water
- Chilled Water
- Constant Volume
- Hot Water
- Radiator, Steam
- Reheat, Electric
- Reheat, Hot Water
- Steam
- Variable Air Volume, VAV

If you answer yes to ALL of the following questions your facility is eligible:

- Do you purchase your electric and/or natural gas service from Consumers Energy?
- Do you have at least 15,000 square feet of conditioned area (heated and cooled) in your facility?
- Is a majority of the building controlled by a building automation system (BAS) with direct digital control (DDC)?
- Is your facility free of major maintenance issues?
- Do you intend to operate the current building systems for the next five years without major upgrades?

Terms and Conditions

As an eligible Consumers Energy customer, I certify the indicated energy efficiency measures were installed during the 2021 program year. The energy optimization measures are installed in a qualifying facility and not for resale. Additional Service Terms and Conditions may be found in the Policy and Procedures Manual available at ConsumersEnergy.com/startsaving.

I understand that in the event the application received a reservation, that reservation is not a guarantee of payment. Incentive payment will be based upon the Final Application meeting the Service Terms and Conditions.

Selected terms and conditions include, but are not limited to:

- Project funds are reserved for 90 days from the date of the reservation letter (18 months for New Construction projects). Final applications and all required documentation must be received within 60 days of project completion.
- The service has a limited budget but is an annual service. Applications will be processed until allocated funds are fully subscribed or spent each program year. Incentive amounts are subject to change at any time within the program year; however, reserved incentive amounts will be honored within a program year.
- New Construction final applications must be received by Nov. 30 of the program year to qualify for the current year's funding. Multi-year project incentives may vary in accordance with program year changes.
- All equipment must be purchased and installed prior to submitting the Final Application.
- All equipment installed must meet the minimum specifications as stated in the Incentive Catalog and in the Service Terms and Conditions. Failure to meet the minimum specifications will result in disqualification of the measure or incentive payment.
- Applicant agrees to inspection and measurement activities by the utility or its representatives of both project payment and equipment installation for up to five (5) years.
- Incentives may be taxable and the applicant is solely responsible for the payment of any resulting taxes. Incentives will be reported to the IRS, unless applicant is corporation or exempt.
- The applicant may be required to refund some or all of the incentives if the measures do not remain (or were not) installed for a period of five (5) years or the end of the product life, whichever is less.
- All materials removed, including lamps and PCB ballasts, must be taken out of service permanently and disposed of in accordance with local, state and federal codes and ordinances. The Applicant is responsible for being aware of any applicable codes or ordinances. Information about hazardous waste disposal may be found at: michigan.gov/deq.
- For certain measures, the incentive amount will be determined based on the estimated energy savings. The Applicant may be required to provide documentation on energy savings calculations and assumptions. Consumers Energy will make the final determination of the energy savings and thus the incentive amount to be paid.
- Consumers Energy has no obligations regarding and does not endorse or guarantee any claims, promises, work, or equipment made, performed or furnished by any contractors or equipment vendors that sell or install any energy efficiency measure.
- I have read and understand the service requirements, Measure Specifications and Service Guidelines set forth in this Application, the Incentive Catalog and the service Policy and Procedures Manual and agree to abide by those requirements. Furthermore, I concur that I must meet all eligibility criteria in order to be paid under this service and not receive incentives from any other utility for the same project.
- I certify that the information on this Application is true and accurate. I understand that Consumers Energy and its authorized agents may utilize my account information and project scope to evaluate my Application for compliance with the service Policy and Procedures Manual. I authorize Consumers Energy to utilize certain information including, my company name, energy savings and incentive value for regulatory and promotional purposes. If I choose to opt out of any recognition, I must indicate this choice in a written letter to the Consumers Energy Business Energy Efficiency Program team.
- Reserved incentive amounts are not guaranteed and the actual amounts will be based on a review of the final Application and supporting documentation (and may be capped at the reserved amount).
- The final incentive amount will be based on the service requirements for the year which the file is paid.

Retro-Commissioning Defined Action Information

Step 1: Facility Improvement Measure Summary and Plan

FIM	Description	Potential Mcf savings	Potential kWh savings	In plan	Implemented Mcf Savings	Implemented kWh savings	Variance to plan or measure
Ex. 1	Reduce AHU Operating Schedules and Implement Optimum Start where Applicable	3,000	78,000	Yes	2,000	65,000	Operating hours increased
1	Optimize Air Handling Scheduling						
2	Optimize Economizer Performance						
3	Optimize or Reset Supply Air Temperature						
4	Reduce or Reset Discharge Static Pressure Set Point						
5	Optimize VFD on Supply Fan						
6	Optimize VFD on Return Fan						
7	Optimize VFD On Chilled Water Supply Temperature						
8	Optimize or Reset Chilled Water Supply Temperature						
9	Optimize or Reset Condenser Water Supply Temperature						
10	Optimize VFD on Cooling Tower Fans						
11	VAV Damper Reset To Minimum Before Heating Mode						
12	Schedule Lighting						
13	Night Setback						
14	Adjust Unoccupied Operations						
15	Reduce Outside Air						
16	Pump Pressure Setpoint Reset or Reduction						
Total Savings							

Step 2: Energy Savings Summary

Service	Unit	Total Planned Potential	Total Implemented Savings
Natural Gas	Mcf		
Electric	kWh		

Step 3: Incentive

Service	Unit	Current Energy Cost (\$/Unit)	Annual Savings (Unit/Yr) (A)	Incentive Rate (\$/Unit) (B)	Calculated Incentive (AxB)	Project Cost	Simple Payback Period	Total Custom Incentive
Natural Gas	Mcf			\$6.00				
Electric	kWh			\$0.05				

Step 4: Executive Summary (Please Define Project Scope in Further Detail)

▶ Customer cannot apply for, nor receive, duplicate incentives for the same project, product, equipment or service from more than one utility company.

Retro-Commissioning Defined Action Final Application

Important: Please read the Terms and Conditions before signing and submitting this application. A customer signature is required for payment in the incentive requested. Checks will be made out to the name of the applicant's business, unless payment is released in the third party payment release section below.

Incentives Requested

Total Project Cost	Total Incentive Requested	Actual Completion Date
Company Name <small>(as it appears on Consumers Energy bill)</small>		Project #
Customer Signature		Date
Print Name		Title

▶ Upon signing, I am stating that I have read and understand the Terms and Conditions set forth by this service.

Third Party Payment Release

Skip This Section If Rebate Check Will Be Made Payable To Customer

I authorize the payment of the incentive to the third party name below and I understand that I will not be receiving the incentive payment. I also understand that my release of the payment to a third party does not exempt me from the service requirements outlined in the Incentive Catalog, Final Application Agreement and Terms and Conditions.

Authorized By:

Customer Name	Signature	Date
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Check should be made payable to:

Individual/Company Name*	Phone	
Mailing Address		
City	State	ZIP

Tax Status **: Individual/Sole proprietor
single-member LLC C Corporation S Corporation Partnership LLC Enter Tax Classification_____ Trust/estate Other_____

Tax ID Number Please provide your EIN/Federal Tax ID below.

EIN/Federal Tax ID -

Exemptions

Payee Code_____ FATCA Code_____

▶ Please note this document will require re-saving each time a digital signature is used.

* Company name as it appears on your W-9.

** W-9 must be provided for payee with application.

For internal use only

Date

Assigned

CE -