

Instructions for completing the Retrofit CUSTOM Incentive Worksheet

General Notes:

1. A vendor quote/proposal is required for an Incentive.
2. All Custom projects require a detailed engineering analysis to determine project savings.
3. Invoices will be required for payment of Incentives
4. The Incentive, in conjunction with all other sources of funding, cannot exceed the total project cost.

Eligibility Requirements:

1. Custom applications are for approved and qualified projects not covered by prescriptive Incentives.
2. Only projects that pass a utility benefit to cost (B/C) test will be eligible for an Incentive. Incentive is calculated by your Utility Representative.
3. Incentives for Custom applications are the lesser of 35% of the total installed cost or buy down to 1 year pay-back.
4. The Incentive offer is not valid unless signed and dated by the Utility Representative. The Customer accepts the Utilities Incentive offer and agrees to the Terms and Conditions of the Utility by signing in the pre-approval offer block.

Pre-Installation:

1. Review eligibility requirements.
2. Provide to the utility representative a quote/proposal from a vendor showing: project details, manufacturer specifications, if applicable, project costs, annual savings (kwh) and demand savings (kw). All assumptions and calculations must be shown.
3. Utility Representative will review the vendor quotes/proposals for program compliance before approving Incentive offers.

Explanation of how to fill out table:

RETROFIT CUSTOM INCENTIVE CALCULATION SUMMARY									
Measure					Measure Code				
Project Cost (\$)			Annual KWH Savings		Demand Savings (KW)		Annual Dollar Savings (\$)	Simple Pay-back	Incentive (\$)
Material (A)	Labor (B)	Total (A+B)	Peak	Off Peak	Summer	Winter			
These include the total equipment, material, and labor costs required to implement the energy efficiency measure.			This information will be calculated by your local equipment vendor or distributor or installing contractor		This information will be calculated by your local equipment vendor or distributor or installing contractor		Multiply the Total kWh savings by customer's avg KWH cost per hour (see your Utility Rep for rate)	Divide the Total Costs by the Annual Savings	Utility Rep. will write in amount

2018 Custom Commercial & Industrial Retrofit



Explanation of how to fill out table:

PROJECT DESCRIPTION	
a)	Attach the CUSTOM proposal or quote from the vendor or contractor. This should describe in detail the scope of the project, including the proposed equipment and its operation. All assumptions and calculations must be shown.
b)	Fill in the Installation Vendor
c)	Fill in the Date of Proposal/Quote
d)	Fill in the company or vendor and the contact person information, calculating the energy savings
Installation Vendor	
Date of Proposal/Quote	
Energy Savings Calculation by: (Name/Company)	

Post-Installation:

Utility Representative must verify that:

1. The equipment/materials/systems have been installed and the equipment/system is operable.
2. The project is operating in accordance with the approved quote/proposal.
3. The equipment/materials/system matches the information on the Incentive application. If the equipment/materials/systems have changed from what was approved for the initial Incentive offer, the substituted equipment/materials/systems specifications must be submitted and reviewed by the utility to verify compliance with technical requirements and approved before an Incentive is considered.
4. The invoice or proof of payment has been submitted.
5. The Utility Representative & Customer have signed / dated the post installation inspection block on the Incentive form