

**Complete this application to reserve an incentive for a qualified geothermal heat pump system purchased and installed between July 1, 2017 and December 31, 2017.** Focus on Energy incentives are limited and are subject to change without notice. Incomplete applications will delay processing and prioritization of the reservation funds. Visit [focusonenergy.com/terms](http://focusonenergy.com/terms) for program terms and conditions. To request a copy to be mailed to you or if you have questions regarding this application, call 800.762.7077.

**Steps to apply for renewable energy incentive:**

1. Complete and submit this application
2. Receive notification of approval letter (copy will also be sent to designated trade ally, as necessary)
3. Complete and submit renewable energy incentive application available on [focusonenergy.com](http://focusonenergy.com) within 90 days of reservation approval

**SECTION 1: CUSTOMER CONTACT INFORMATION**

First Name:		Last Name:	
Phone Number:		Email:	
Mailing Address:	City:	State:	Zip:

**SECTION 2: JOB SITE/INSTALLATION ADDRESS INFORMATION**

How did you hear about the program?  Community Association/Agency  Contractor/Trade Ally  Direct Mail  Friend/Neighbor  
 Internet  Utility Company  Other (please describe) \_\_\_\_\_

Name of Electric Utility: (For installation site)		Electricity Utility Account Number:	
Name of Gas Utility: (For installation site)		Gas Utility Account Number:	
Installation Site Address:	City:	State: WI	Zip:
This is a(n): <input type="checkbox"/> Existing Home <input type="checkbox"/> New Construction		Site Type: <input type="checkbox"/> Single Family (1-3 units) <input type="checkbox"/> Multifamily (4+ units) <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> School/Government <input type="checkbox"/> Industrial	

**SECTION 3: CUSTOMER LEGAL INFORMATION** (Non-residential customers only)

Company Legal Name:	Tax Identification Number (Complete <b>ONE</b> only, must be nine digits): FEIN: _____ - _____ <b>OR</b> SSN: _____ - _____ - _____		
Legal Mailing Address:	City:	State:	Zip:
Business Classification of Customer: (Check <b>ONE</b> only. Required for all businesses, including non-profits.) <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship/Individual <input type="checkbox"/> LLC <input type="checkbox"/> Other		Owner Name: (Corporations excluded)	

**SECTION 4: CONTRACTOR INFORMATION**

Company/Business Name:	Email:	Phone:
Address:	City:	State: Zip:

**SECTION 5: INCENTIVE RESERVATION** (Information below must be provided to process reservation application)

A copy of a signed proposal for installation of a renewable energy system displaying proof of \$500 down payment is required in order to reserve an incentive.  I have attached a copy of a signed proposal displaying a \$500 down payment toward installation.

Brand Name:	Model Number:
<input type="checkbox"/> Incentive for system with auxiliary electric resistance/LP: \$650 <input type="checkbox"/> Incentive for system with auxiliary natural gas: \$650 (Natural gas must be used as the back-up fuel for the system)	

**SECTION 6: APPLICATION SIGNATURES** (Please read the complete reservation application and sign)

I, the undersigned, agree to the best of my knowledge, the statements made on this application are complete, true, and correct. I have read and agree to the provisions set forth herein and to the Terms and Conditions posted at [focusonenergy.com/terms](http://focusonenergy.com/terms). I understand Focus on Energy may revise these Terms and Conditions at any time and I will not be notified in the event changes are made.

Application Signature: \_\_\_\_\_

Print Name:	Date:
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## GEOTHERMAL HEAT PUMP SYSTEM REQUIREMENTS

### Geothermal Heat Pump System with Auxiliary Electric Resistance/LP: \$650

- Limited to customers of participating electric utilities who do not have access to natural gas service. Focus on Energy will verify that natural gas service is not available to the customer prior to processing an application.
- Incentives cannot exceed 12% of project cost.

### Geothermal Heat Pump System with Auxiliary Natural Gas: \$650

- Limited to customers of participating electric and natural gas utilities.

### General Requirements for Geothermal Heat Pump Incentives:

- System must be installed by a fully licensed Wisconsin mechanical, electrical, and/or plumbing contractor.
- All necessary utility service improvement costs are the responsibility of the customer.
- System installations must be in compliance with all state, local and federal codes, standards and requirements, including any and all applicable utility standards.
- System must be installed in conformity with the manufacturer's specifications and all applicable codes and standards.
- System owners and installers must obtain all required permits.
- All system components must be new and must be purchased and installed between July 1, 2017 and December 31, 2017.
- All system installations are subject to program inspections at any point following application submission.

### Geothermal Heat Pump Requirements:

- System must have an energy efficiency ratio (EER) rating equal to or greater than 15 and a coefficient of performance (COP) equal to or greater than 3.5 based on the efficiency of a closed-loop system.
- System must be Air Conditioning, Heating and Refrigeration Institute (AHRI) rated or have been independently rated in accordance with the appropriate test procedure.
- System must have a multi-stage compressor.
- Large commercial (i.e. three-phase) units are ineligible under this application. Contact Focus on Energy for more information.
- The air handler must have an electronically commutated motor (ECM). An ECM is sometimes referred to as a variable speed, constant-airflow, constant-torque, electronically efficient (EEM), or X-13 motor. A permanent split capacitor motor (PSC), single- or multi-speed, does not qualify. A Pre-Qualified Equipment List is available at [focusonenergy.com/residential/renewable](http://focusonenergy.com/residential/renewable).
- System installation must follow and conform to ACCA Standard 5 Quality Installation standard.
- Installed systems must include an air cooling option.
- System and components must have a minimum of a five year warranty.
- System must be the primary heating and cooling source for the site.

## OFFER AVAILABILITY

- Reservation application must be submitted prior to system being placed into operation.
- This reservation is not valid until confirmed by Focus on Energy. If confirmed, the reservation for the incentive is in effect for 90 days from approval date. Failure to submit complete application prior to reservation expiration will result in cancellation of reservation.
- Allow approximately 15 days for processing of reservation application. Incomplete applications cannot be processed. Failure to complete the reservation application in full and provide the required supporting documentation will delay processing or result in your application being denied. Receipt of an application does not guarantee an incentive payment. An application will not be entered into the reservation system (no date and time stamp) until it is complete.
- Notification of reservation application status provided via email address listed in Section 1. If an email address is not listed, applicant will not receive program notification.
- Funding is limited and available on a first-come, first-served basis on an annual basis. Geothermal heat pump systems purchased and installed between July 1, 2017 and December 31, 2017 are eligible for funding under the 2017 program year only.
- If installation is not completed within 90 days of the date of reservation approval it is the customer's responsibility to contact the program to request an extension. Extension requests are reviewed and approved on a case-by-case basis.
- Qualified and complete reservation applications received after funding has been depleted will be placed on a wait list in the order of the date received.
- Businesses or residential customers installing qualified equipment may participate. Commercial and Industrial customers should contact Focus on Energy for more information.
- Incentives may not exceed the total purchase price of the energy efficient equipment. The only costs eligible for incentives are: materials, equipment, and external labor.
- Funding is limited and available on a first-come, first-served basis on an annual basis. Check remaining funding at [focusonenergy.com](http://focusonenergy.com).
- The program is not responsible for items (i.e. applications, supporting documentation, incentive checks) lost or damaged in the mail.
- Focus on Energy will only pay one incentive for each technology per site per calendar year. Incentives paid on this application cannot be claimed on another Focus on Energy application. Similarly, incentives can only be paid to one person or entity.
- All equipment installations are subject to verification inspection by the program to ensure the equipment is properly installed and operating. Participants must allow, if requested, the program or a program representative reasonable access to their site to verify the installed equipment.

## PROGRAM QUALIFICATIONS

### To be eligible to participate, the following requirements must be met:

- You must be a current customer of a participating electric utility and/or natural gas utility in Wisconsin at the time of equipment purchase and installation.
- The geothermal heat pump system is purchased new. Resale equipment, new parts installed in existing equipment, or equipment that is leased, rebuilt, rented, received from insurance claims, received from a warranty, received from a grant, or won as a prize does not qualify.
- Equipment is installed by a professional contractor with a valid Wisconsin State professional contractor's license, appropriate insurance, and permits.
- Equipment is installed conforming to all applicable building, local, state and federal codes, standards, ordinances and regulations, and manufacturer specifications.
- The geothermal heat pump system is installed in a property owned by the applicant, or the applicant has received permission from the property owner to install the equipment. If you do not own the property where this equipment is installed, as a residing tenant you are responsible for obtaining the owner's permission to install the equipment for which you are applying for an incentive. Your submission of this application indicates that you have obtained this permission.
- Only one geothermal heat pump system installed at a site is eligible for an incentive per calendar year. Additional systems installed at the site within the same calendar year are not eligible.
- All necessary utility service improvement costs are the responsibility of the customer.

### FORM SUBMITTAL - Return signed, completed reservation application:

**Mail:** Focus on Energy, 3113 W. Beltline Hwy., Suite 100, Madison, WI 53713

**Email:** [renewables@focusonenergy.com](mailto:renewables@focusonenergy.com) **Fax:** 888.627.0938 **Questions:** 800.762.7077