

Application for Focus on Energy's Biogas Feasibility Study Grants for Anaerobic Pretreatment and Anaerobic Digester Facilities



Focus on Energy, a statewide service, works with eligible Wisconsin residents and businesses to install cost-effective energy efficiency and renewable energy projects. We provide technical expertise, training, and financial incentives to help implement energy management projects using both innovative and proven technologies and equipment. We place emphasis on helping implement projects that otherwise would not be undertaken, or to complete projects sooner than scheduled. Our efforts help Wisconsin residents and businesses manage rising energy costs, protect our environment, and beneficially impact the state's growing demand for electricity and natural gas.

A feasibility study is defined as a study that provides the customer with a description of the project components, and estimates of project cost and energy production and use, that allows the customer to make an informed decision on whether to proceed with design and implementation of a proposed project. Energy production values will be based on valid engineering estimating methods and accepted practices. When applicable, the study should provide preliminary design concepts, including schematics, process diagrams, control strategies, etc. "Walk through" surveys and contractor cost proposals, alone, are not eligible for a feasibility study grant.

The Focus on Energy feasibility study grant for **anaerobic pretreatment** offers customers funding to study and analyze opportunities to segregate an existing or new high strength waste source and use anaerobic pretreatment rather than just continuing to use or increasing the size of a traditional aerobic treatment plant, or discharging the high strength waste to a municipal treatment facility with payment of a waste strength surcharge. The customer could then utilize biogas from the pretreatment system as a renewable energy source. The pretreatment study is eligible for 75% reimbursement of cost, up to a maximum grant of \$15,000.

The Focus on Energy feasibility study grant for **anaerobic digesters** offers customers funding to study and analyze opportunities to utilize biogas from an upgraded existing or new anaerobic digester system. The anaerobic digester study is eligible for 50% reimbursement of cost, up to a maximum grant of \$15,000.

Additional information about procedures and requirements for submitting an application for these study grants is provided in a separate document accompanying this application, titled "Customer and Study Provider Guidelines." Both the study grant application and the guidelines document are located on the Focus on Energy web site www.focusonenergy.com/business/renewable-energy.

Funding of a feasibility study grant is contingent on the following requirements:

- Your application is received by Focus on Energy no later than December 31, 2017.
- Your application is complete, compliant, signed, and dated.
- Your application scores 25 or higher using the criteria set forth elsewhere in this application, with consideration given to highest scoring applications first.
- \$15,000 grant cap per project.
- You receive approval from Focus on Energy BEFORE you approve or sign a purchase order for the study.

- Customer must formally accept the Focus on Energy grant award within 60 calendar days, in writing (email is acceptable).
- The study must be completed and a copy of the final study report must be provided to Focus on Energy within 120 calendar days of the Focus on Energy grant acceptance date.
- The final study report must include, at a minimum, the recommended improvement measures and documentation of existing energy consumption along with clear, logical, step-by-step calculations describing estimated increased energy production, energy cost savings, and the approximate cost to upgrade an existing biogas system or to install a new system to produce and use biogas as a renewable resource.
- You agree to a mandatory follow-up meeting between management and Focus on Energy personnel to discuss the study report and next steps.
- Limit one feasibility study funded under this program per project. In the event of significant competition for this incentive, feasibility studies with highest scores will receive priority for funding.

PROJECT SITE INFORMATION

Facility Name		Tax ID No.	
Street Address	City	State	Zip
Phone	Fax	Email	
Project Contact:			
Electric Utility:		Gas Utility:	
Current Pounds BOD ₅ /day:		Facility Annual Hours of Operation:	
Study Provider Name		Study Provider Contact Name	
Contact Phone	Contact Fax	Contact E-mail	
Street Address	City	State	Zip

I, the undersigned, certify that the information provided in this application and on the attached pages is accurate and true to the best of my ability, and that I have read and understood the requirements of this offer. I understand that submission of this application does not guarantee funding or a specific level of funding. I acknowledge that participation in this program shall impose no liability on Focus on Energy. Focus on Energy may conduct a pre- and/or post-service inspection to verify savings. Signer also certifies that:

1. The number shown on this form is the correct taxpayer identification number.
2. The company which I represent is not subject to backup withholding because: (a) it is exempt from backup withholding, or (b) it has not been notified by the IRS that the company is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified the company that it is no longer subject to backup withholding.
3. I am a U.S. citizen or a U.S. resident alien.

Furthermore, I understand that in order to receive this feasibility study grant, the grantee must:

- Receive approval from Focus on Energy BEFORE approving or signing a purchase order for the study.
- Formally accept the Focus on Energy grant award offer within 60 calendar days, in writing.
- Schedule the study and associated study report to be completed within 120 calendar days of the Focus on Energy grant offer acceptance date.
- Provide a copy of the final study report to Focus on Energy that includes at a minimum the recommended biogas usage improvement measures and documentation of existing energy consumption along with clear, logical, step-by-step calculations and basis for design describing estimated increased energy production, energy cost savings, and the approximate cost to upgrade an existing anaerobic pretreatment or digester system or to install a new system to produce and use biogas as a renewable resource.
- Agree to a mandatory follow-up meeting between management and Focus on Energy personnel to discuss the study report and next steps.
- Understand that Focus on Energy can reject the study report if all criteria are not met, as determined by Focus on Energy. If the study report is rejected, the customer will be given an explanation of the basis for the decision, with a summary of specific deficiencies to be addressed to meet the criteria for study report acceptance, within 10 business days of receipt of the study report by Focus on Energy.
- Understand that this offer is limited to funding for one feasibility study under this program per customer. In the event of significant competition for this incentive offer, studies with highest scores will be given higher priority.

Company Representative (Sign and Date)

Printed Name	Signature	Date
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SUBMITTAL:

Mail your original signed application and proposal to: Focus on Energy – Biogas Feasibility Study 1 S. Pinckney St. - Suite 340 Madison, Wisconsin 53703	Or you may FAX or e-mail your documents to the attention of Focus on Energy – Biogas Feasibility Study at: 608-230-7035 (FAX) biogas@focusonenergy.com
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REQUIRED SUPPORTING DOCUMENTATION

DIRECTIONS: Two required attachments must accompany this completed application, as noted in the table below. More details on the application and the final study product requirements are available in a separate document, *Focus on Energy’s Biogas Feasibility Study Grants – Customer and Study Provider Guidelines*.

Required Attachment	Description of Attachment
Study Description	<ul style="list-style-type: none"> • Executive summary, no longer than one page • Scope of work, including date by which the final report will be completed • Listing of deliverables • Estimate of study cost, including labor hours and rates • Estimate of potential renewable energy production

SELECTION CRITERIA (50 points total):

1. Ratio of the estimated value of annual energy savings derived from the offset of purchased electricity or natural gas (valued at rates currently paid by the customer) divided by the dollars requested from Focus on Energy for the study. 20 points available
2. Quality and completeness of the proposed study, including supporting documentation. 20 points available
3. Clarity and completeness of a narrative that addresses the following items in the executive summary: 10 points available:
 - a. Identify and describe barriers that may have prevented your facility from maximizing the biogas production capacity or using the full biogas output of an existing system, or previously installing a new biogas system.
 - b. What ranges of financial and performance standards will you use to decide whether to implement the project once the study is completed?
 - c. Describe the rough plan for implementing the project should the study meet or exceed your financial and performance standards. Which decision point(s) may prove to be the most problematic and why?
 - d. Describe the experience and qualifications of the feasibility study provider.

ELIGIBILITY

These incentives are offered by Focus on Energy to qualifying retail electric and gas service customers. Check the Focus on Energy website (www.focusonenergy.com) to verify eligibility.

ADDITIONAL PROGRAM REQUIREMENTS

Applicants must abide by the following requirements for all Focus on Energy grants:

1. All projects funded by Focus on Energy are expected to comply with federal, state, and local codes.
2. Focus on Energy reserves the right to conduct site visits to verify that the configuration and operation of the digester system is as described in the application and associated studies.
3. Feasibility study payments will be made only after the final study report is accepted by Focus on Energy and the customer follow-up meeting has been completed. A Project Completion Notice must also be signed and invoices for the study with evidence of payment must also be submitted. Incentives will NOT be granted for incomplete submittals.
4. Focus on Energy reserves the right to publicize your participation in this program, unless specifically requested in writing.
5. Implementing businesses or study providers may not use the Focus on Energy name or logo in any marketing, advertising, or promotional material without prior written permission.
6. Financial incentives will be paid directly to the grantee.
7. *Disclaimers:* Focus on Energy:
 - a. Does not endorse any particular manufacturer, consultants, product, labor, or system design within these programs;
 - b. Will not be responsible for any tax liability imposed on the customer as a result of the payment of incentives;
 - c. Does not expressly or implicitly warrant the performance of installed equipment (contact your contractor for detailed equipment warranties);
 - d. Is not responsible for the proper disposal/recycling of any waste generated as a result of this project; and
 - e. Is not liable for any damage caused by the installation of equipment nor for any damage caused by the malfunction of installed equipment. Focus on Energy is not liable for obtaining any permits required for construction or operation.
8. Focus on Energy reserves the right to change or discontinue this program at any time. The acceptance of program applications is determined solely by Focus on Energy.
9. Focus on Energy reserves the right to refuse payment and participation if the customer or its contractor(s) violates program rules or procedures.

ADDITIONAL INCENTIVES OR GRANTS

Recommendations from an accepted Biogas Feasibility Study Report that are implemented and completed in 2017 or 2018 may be eligible for a Focus on Energy grant through the Renewable Energy Competitive Incentive Program (RECIP), or, under certain circumstances, for Focus on Energy incentives for energy efficiency improvements through a Custom project incentive application. Contact Focus on Energy at biogas@focusonenergy.com for further information.

NOTE:

To be eligible for a Focus on Energy RECIP grant award or Custom energy efficiency project incentives, recommendations from an accepted Biogas Feasibility Study Report must be APPROVED BY FOCUS ON ENERGY THROUGH A RECIP GRANT PROPOSAL OR A CUSTOM PROJECT APPLICATION BEFORE ISSUING A PURCHASE ORDER FOR EQUIPMENT PURCHASE OR INSTALLATION.