



## CUSTOM INCENTIVE APPLICATION FOR BUSINESS CUSTOMERS

The following information is provided as part of the PowerSavers conservation program to encourage non-residential customers to select and install energy efficient equipment for their facilities. This program is a joint offering from participating utilities of the Minnkota Power Cooperative (MPC) and the Northern Municipal Power Agency (NMPA).

### Instructions for Use:

**For complete instructions, please refer to the Terms and Conditions on pages 7-8.**

**Step 1: Determine Eligibility.** Equipment must be new and installed in a facility served by one of the participating municipal or cooperative utilities listed below:

**Step 2:** Contact the participating utility to confirm customer eligibility and availability of funds.

**Step 3:** Complete and sign the application for your proposed project. Submit it, along with required documentation to the participating utility for pre-approval. The following items must be included with the initial application:

- A. Descriptions of the existing and proposed equipment or measure.
- B. Calculations of estimated demand and energy savings, along with documentation of assumptions.
- C. Certification of the calculations and measures proposed.

**Step 4:** The participating utility will contact you to schedule a site visit for verification of equipment.

**Step 5:** When the participating utility provides written pre-approval (Notice to Proceed), purchase and install the energy-efficient equipment or measure.

**Step 6:** **Within 90 days after equipment has been installed and is operating, resubmit pages 4, 5, and 6 of the application form with updated calculations of demand and energy savings, along with copies of itemized invoice(s) including: costs, quantity, make, model number, size, and manufacturer's data sheet showing efficiency ratings for all equipment.**

**Step 7:** Schedule a post-inspection site visit with the utility.

**Step 8: Mail completed paperwork to your utility.** Listed on page 2 of this form.

## PARTICIPATING COOPERATIVES AND MUNICIPALS

- City of Alvarado**  
155 Marshall Street  
P.O. Box 935  
Alvarado, MN 56710  
(218) 965-4911
- Baudette Municipal Utilities**  
P.O. Box 548  
Baudette, MN 56623  
(218) 634-1850, (218) 634-9777 (fax)
- Fosston Municipal Utilities**  
220 East 1<sup>st</sup> Street  
Fosston, MN 56542  
(218) 435-1737, (218) 435-1961 (fax)
- North Star Electric Cooperative**  
441 State Hwy.172 N.W.  
P.O. Box 719  
Baudette, MN 56623-0719  
(218) 634-2202 or 1-888-634-2202  
(218) 634-2203 (fax)
- Roseau Electric Cooperative**  
1107 Third Street N.E.  
Roseau, MN 56751  
(218) 463-1543 or 1-888-847-8840  
(218) 463-3713 (fax)
- Stephen Municipal Utilities**  
P.O. Box 630  
Stephen, MN 56757  
(218) 478-3614, (218) 478-3806 (fax)
- Warren Municipal Utilities**  
120 East Bridge Ave.  
Warren, MN 56762  
218-745-5343, 218-745-5344 (fax)
- Bagley Public Utilities**  
P.O. Box M  
Bagley, MN 56621  
(218) 694-2300, (218) 694-6623 (fax)
- Beltrami Electric Cooperative**  
4111 Technology Drive, P.O. Box 488  
Bemidji, MN 56619-0488  
(218) 444-2540 or 1-800-955-6083  
(218) 444-3676 (fax)
- Hawley Public Utilities**  
P.O. Box 69  
Hawley, MN 56549  
(218) 483-3331, (218) 483-3332 (fax)
- Red River Valley Cooperative Power Assoc.**  
P.O. Box 358  
Halstad, MN 56548-0358  
(218) 456-2139 or 1-800-788-7784  
(218) 456-2102 (fax)
- Roseau Municipal Utilities**  
1198 Center Street West  
Roseau, MN 56751  
(218) 463-2351, (218) 463-1231 (fax)
- Thief River Falls Municipal Utilities**  
P.O. Box 528  
Thief River Falls, MN 56701  
(218) 681-5816, (218) 681-8225 (fax)  
utilities@citytrf.net
- Wild Rice Electric Cooperative**  
P.O. Box 438  
Mahnommen, MN 56557-0438  
(218) 935-2517 or 1-800-244-5709  
(218) 935-2519 (fax)



# Business Custom Application

Customer Information (Please Print)				
Name of Business		Contact Phone		Contact Mobile
Mailing Address		City		State      ZIP Code
Installation Address		City		State      ZIP Code
Email Address	Building Use - Please Check One			
Utility Account Number	<input type="checkbox"/> Office		<input type="checkbox"/> Retail	<input type="checkbox"/> Warehouse
	<input type="checkbox"/> Restaurant		<input type="checkbox"/> Grocery/Supermarket	
	<input type="checkbox"/> Lodging		School: <input type="checkbox"/> Elementary/Secondary	Healthcare: <input type="checkbox"/> Clinic
		<input type="checkbox"/> College		<input type="checkbox"/> Hospital
		<input type="checkbox"/> Other/Miscellaneous: _____		
		Annual Hours of Operation:      / year      Is this a 24-hour facility? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Fuel Type for Space Heating: <input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric <input type="checkbox"/> LP (Propane) <input type="checkbox"/> Oil <input type="checkbox"/> Other _____				
How did you learn about the program?				
<input type="checkbox"/> My Utility <input type="checkbox"/> Utility Web site <input type="checkbox"/> Newspaper <input type="checkbox"/> Community Event <input type="checkbox"/> Mail/Bill Insert <input type="checkbox"/> Contractor <input type="checkbox"/> Other: _____				
Contractor Information				
Name of Installing Contractor (if applicable)		Contact Phone		Contact Mobile
Address		City		State      ZIP Code

Please summarize the operational characteristics of the equipment associated with the proposed measure. All calculations used and assumptions made in this section must be included. The data contained, or attached, with this application must be sufficient to verify the demand and energy reductions described. Attach additional materials and specifications as necessary. If more than one piece of equipment is involved with this project, please photocopy this sheet and list each individual energy-saving measure on a separate page.

Please describe, in detail, the **EXISTING or BASELINE** piece of equipment (make, model, type, efficiency rating, and wattage):

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Please describe, in detail, the **PROPOSED** piece of equipment (make, model, type, efficiency rating, and wattage):

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The equipment below is (check one):  Retrofit Equipment     Replace Failed Equipment

(Retrofit Equipment is replacing working equipment. Replace Failed Equipment is replacing equipment that is no longer functioning.)

Month	kW Demand and Energy use of existing equipment or base model comparison		kW Demand and Energy use of proposed measure or equipment		Monthly kW savings	Monthly kWh savings
	A (Peak kW*)	B (Monthly kWh)	C (Peak kW*)	D (Monthly kWh)	E (A-C)	F (B-D)
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
<b>TOTAL</b>					<b>kWh saved/year total</b>	

**G: PROJECT COST:**  **H: ANNUAL COST SAVINGS:**

Calculated from the kWh savings and average kWh rate or more detailed method.

**Custom Incentive Calculations**

The custom incentive is calculated from the energy savings multiplied by the energy incentive rate. All custom incentives are capped at 50% of project cost and the amount needed to provide a one year simple payback.

kWh (Usage) Reduction Incentive Calculation					
		<b>Annual kWh Savings</b>			<b>Incentive Amount</b>
		<input type="text"/>	X \$0.10 / kWh	= A	<input type="text"/>
		From Column F above			
		<b>Project Cost</b>			
		<input type="text"/>	X 0.50	= B	<input type="text"/>
		From G Above			(50% project cost cap)
<b>Project Cost</b>		<b>Annual Cost Savings</b>			
<input type="text"/>	— 1X	<input type="text"/>		= C	<input type="text"/>
		From H Above			(1 year payback cap)
			<b>TOTAL Incentive</b>	= D	<input type="text"/>
			(Lesser of Box A, B, or C)		

## Certifications and Signature

I hereby certify that: 1. The information contained in this application is accurate and complete; 2. All rules of this incentive program have been followed 3. I have read and understand the terms and conditions included with this document.

I agree to verification of equipment installation, which may include a site inspection by a program or utility representative. I understand that I am not allowed to receive more than one incentive from this program on any piece of equipment. I hereby agree to indemnify, hold harmless and release the utility from any actions or claims in regard to the installation, operation and disposal of equipment (and related materials) covered herein, including liability from any incidental or consequential damages.

Customer Signature	Print Name	Date Equipment Installed
		Date Submitted

### Program Use Only

Date Received:	Post Inspected? <input type="checkbox"/> Yes <input type="checkbox"/> No	Incentive Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$	Date Approved:
Utility or Program Representative:			
Joint Program Tracking #			

### General Equipment/Project Eligibility

- Equipment or measures installed under the Custom Program must result in a reduction in electric load or usage.
- All projects must be pre-approved and receive a written Notice to Proceed to qualify for an incentive. Equipment ordered, purchased or installed prior to approval may not qualify.
- All installations must be permanent.
- Measures with less than a 5-year useful life or projects eligible for other Minnkota or NMPA programs are not eligible.
- All installations must meet state and local electrical code and building code requirements.
- Customer is responsible for proper disposal and recycling of any hazardous material.
- Existing equipment must be removed or permanently disconnected.
- Back-up or redundant equipment does not qualify.
- Products required by code do not qualify.
- Project must result in reduced energy use due to improvement in system efficiency. Control upgrades may also qualify
- Projects involving fuel switching do not qualify.
- Projects involving operational or settings changes with no capital cost do not qualify.
- Power generation projects do not qualify.
- Peak shifting or load-shedding projects do not qualify.
- Renewable projects do not qualify.
- The applicant may be required to return a prorated amount of the incentive to the utility if the applicant removes the equipment or ceases to be a customer of the utility prior to the expiration of the useful life of the equipment.

## Terms and Conditions

### 1. Application

- a) All custom efficiency projects require written pre-approval (Notice to Proceed) by the participating utility before the customer takes any steps to purchase new equipment or systems. To qualify for an incentive, the pre-approval date must come before any/all of the following: • Purchase order dates • Equipment order dates • Equipment ship dates • Invoice dates
- b) This program is offered January 1 through December 31 of the respective calendar year. Due to limited funding, this incentive offer can be changed or withdrawn at any time without notice and is available on a first-come, first-served basis.
- c) All sections of the incentive application must be read, completed in its entirety, signed and submitted to the participating utility for pre-approval. After project completion, the customer will resubmit pages 4 through 6 with updated calculations for demand and energy savings.
- d) Data contained in the application must be sufficient to verify the size, efficiency, costs, assumptions and calculations for demand and energy savings described in the application.
- e) Demand and energy savings calculations and assumptions must be certified by a qualified individual representing the customer.
- f) The customer must submit copies of all project invoices, specifying materials/equipment purchased (including make, model, size, efficiency rating, etc.), date ordered, installation costs, and disposal costs for old equipment, if applicable.
- g) Include external and internal labor quotes to be considered for measure costs. For internal labor, submit a signed statement on company letterhead with internal loaded labor costs associated to the project. Internal work must also be quoted externally to compare the internal labor quantity and hourly rates. Internal labor use must then be approved by the program.
- h) Updates of pages 4 through 7 of the application must be submitted to the participating utility within 90 days after installation is complete.

2. Incentive Offer: Projects must be implemented (completed) by **December 31, 2018**. An original signed application and invoices for materials and labor must be delivered to the participating utility at the address located on page 2 of this application **within 60 calendar days of installation (completion)**. Please keep a copy for your records.

### 3. Incentives

- a) Incentives for the installation of high efficiency equipment or the implementation of process improvements that result in energy savings.
- b) The incentive will be based on a dollar amount per kWh saved. See page 6 for more information on incentives.
- c) Incentives apply only to new equipment that is installed in facilities that are served electrically by the participating utility.
- d) Equipment installations are subject to inspection by utility personnel before and after installation, and prior to approval of an incentive. The Utility reserves the right to pre- and post-inspect all installations.
- e) The participating utility reserves the right to revise incentive levels and/or qualifying efficiency levels at any time. Projects that were pre-approved prior to the effective date of changes will be eligible for the incentive amount at the time the application was filed or for the new incentive amount, whichever is higher. Projects that have not been pre-approved prior to the date of changes to the incentive will be eligible for the new incentive amount only.
- f) Incentive recipient assumes all responsibility for any tax consequences resulting from an incentive payment under this program.
- g) The participating utility reserves the right to limit any incentive amount or make adjustments to correct incentive calculations or assumptions, if necessary.
- h) The participating utility reserves the right to disqualify any type of equipment from this program.
- i) All incentives are reviewed on a per-project basis. All projects with estimated incentives over \$15,000 are subject to individual review and pre-approval. Incentives will be paid on a "first-come, first-served" basis.
- j) **In no case will the participating utility pay an incentive above 50 percent of the actual cost of the new equipment, including installation, or more than that required to obtain a simple payback of less than one year.**

4. Proof of Purchase: This application must have complete information and be submitted with an invoice itemizing the **new equipment purchased and the manufacturer (OEM) specification sheets**. The invoice must indicate date of purchase, size, type, make, model and total project cost.

### 5. Compliance:

- a. All projects are expected to comply with federal, state and local codes.
- b. All equipment must be new or retrofitted with new components per the program specifications. Used or rebuilt equipment is not eligible for incentives. Existing equipment must be removed or permanently disconnected.
- c. Equipment must meet specification requirements and be purchased and operating prior to submitting an incentive application.
- d. Customers may only receive one incentive per piece of qualifying equipment.
- e. If the project is in a leased building, the term of the lease must be at least five (5) years unless preapproved by the program manager.

6. Payment: Once completed paperwork is submitted, incentive payments are usually made within 45 calendar days. Incomplete applications will either delay payments or be denied. The participating utilities reserve the right to refuse payment and participation if the customer or contractor violates program rules and procedures. All projects exceeding \$15,000 of incentives will be inspected prior to incentive payment.
7. Inspection: Equipment installations are subject to inspection by utility personnel before and after installation and prior to approval of an incentive. The Utility reserves the right to pre- and post-inspect all installations.
8. Publicity: The participating utilities reserve the right to publicize your participation in this program, unless you specifically request otherwise.
9. Program Discretion: **Incentives are available on a first-come, first serve basis. This incentive is subject to change or termination without notice** at the discretion of the participating utilities.
- 10: Logo Use: Customers or allies may not use the participating utilities' name or logo in any marketing, advertising or promotional material without written permission.
11. Disclaimers: The participating utilities
  - a. Do not endorse any particular manufacturer, product, labor or system design by offering these programs;
  - b. Will not be responsible for any tax liability imposed on the customer as a result of the payment of incentives;
  - c. Do not expressly or implicitly warrant the performance of installed equipment or contractor's quality of work (contact your contractor for detailed warranties);
  - d. Are not responsible for the proper disposal/recycling of any waste generated as a result of this project;
  - e. Are not liable for any damage caused by the installation of the equipment or for any damage caused by the malfunction of the installed equipment.
  - f. Does not guarantee that a specific level of energy or cost savings will result from the implementation of energy efficiency measures or the use of products funded under this program.

**INCENTIVE LIMIT:**

All incentives are reviewed on a per project basis. All projects with estimated incentives over \$15,000 are subject to individual review and pre-approval. Incentives will be paid on a "first-come, first-served" basis. Incentives cannot exceed 50% of the total project cost.

**ELIGIBILITY:**

These incentives are offered by the member utilities of Minnkota Power Cooperative, Inc. and the Northern Municipal Power Agency. For questions regarding eligibility, call your local utility listed on page 2.