



## Commercial & Industrial Application for Energy Efficiency Incentives

### Instructions for Use:

*For more detailed instructions, please refer to the Terms and Conditions included with this application.  
Please call 1-877-296-4319 for questions about the application and/or pre-approval before installation.*

**Incentive Offer:** Projects must be installed and operational by December 31, 2010. Projects must result in reduced electric energy use due to improvement in the system efficiency; control upgrades may also qualify. Reduced electric use resulting from peak shaving, demand limiting, fuel switching, power generation renewable energy, or operating schedule changes does not qualify. To qualify, lighting must be used a minimum of 1800 hours per year and other equipment must operate a minimum of 1,500 hours per year.

**All projects must receive approval BEFORE project installation.**

**Determine Eligibility:** Equipment must be new and installed in a commercial or industrial facility which is a Midwest Energy Cooperative Utilities customer, as well as meet minimum requirements set forth in this document.

- Step 1:**      **Initial Applications:** Original applications must have complete information and be submitted for pre-approval with:
- a) The entire completed application signed by the customer.
  - b) An itemized quote from the chosen contractor and/or vendor for the project which includes a separate line item for each incentive measure, and includes the quantity, size, type, make and model, of purchased items, and labor costs, if applicable.  
Note: Internal labor cannot be included in the cost of the project.
  - c) The manufacturer (OEM) specification sheets for all items to be installed as described in the application.
  - d) A copy of the most recent utility bills for both Electric and Gas Utilities. (The first two pages are sufficient if they include a summary of charges.)
- Step 2:**      **Pre-approval:** If your project meets the pre-approval criteria, the customer will receive a letter via email (or standard mail if email is unavailable) within two weeks indicating that the funds have been reserved.
- Incomplete applications will cause delays.
  - This letter must be signed and returned within 10 days.
  - From the date of issuance of this letter, you will have 90 days to complete your project and submit all final documentation.
  - After 90 days, your application will expire.
- Step 3:**      **Install Equipment:** After receiving pre-approval notification, new equipment must be installed and old equipment removed. Only new products which are exact product types listed in this form are eligible for prescriptive incentives.
- Step 4:**      **Final Applications:** Final applications must have complete information and be submitted for pre-approval with:
- a) The entire completed application, if the scope of work changed during installation. If the application remains unchanged, please send the signed customer agreement page only and add the installation date.
  - b) An itemized invoice from the chosen contractor and/or vendor for the project which includes a separate line item for each incentive measure, and includes the date, quantity, size, type, make and model of installed items, and labor costs, if applicable.  
**Note:** Internal labor cannot be included in the cost of the project.
  - c) The manufacturer (OEM) specification sheets for any items that were part of project application change.
- Step 5:**      **Delivery:** Applications and required documentation must be delivered to:
- Mail:** Energy Optimization  
Commercial & Industrial Energy Efficiency Program  
1500 Abbot Rd., Suite 100  
East Lansing, MI 48823
- Email:** Email scanned copies to: [energyoptimization@franklinenergy.com](mailto:energyoptimization@franklinenergy.com)
- Fax:** 1-517-203-0658

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