

Commercial & Industrial Customer Energy Efficiency Grant Application

(non-residential)

APPLICATION DEADLINE: April 16, 2010

SECTION 1 general information

The Wabash Valley Power Association C&I Grant Program is designed to encourage cooperative customers to install energy efficiency projects that otherwise would not be completed. These competitive grants allow companies to request the amount of incentive needed to complete customized energy efficiency projects at their facilities. Wabash Valley Power Association may provide up to 50% of project costs for each successful proposal during this grant cycle. These projects must be completed within 12 months of the written grant award notification date.

This grant promotes energy efficiency for projects that have simple paybacks for the C&I customer of over 1.5 years based on energy savings. Grants under this offering will be approved based on the competitive analysis of the timely submitted applications. Grant money will be paid following completion of the project with independent verification of savings.

SECTION 2 application requirements

- Applications must be received by Wabash Valley Power Association by 5:00 p.m. E.S.T. on April 16, 2010. Award notices will be made the week of May 17, 2010.
- You must receive written grant approval from Wabash Valley Power Association BEFORE you begin the project covered by the grant.
- Energy Savings estimate with supporting assumptions and calculations.
- Project Cost estimate including supporting documentation such as vendor bids
- Proposed grant (bid). Proposed grant must not exceed 50% of the proposed project cost. Internal labor is not an eligible project cost.
- Statement of Need. State the reasons why the proposed project would not be completed without the requested funding. Include supporting documents to show the need for the requested funding, such as documents showing capital funding requirements and/or a letter from the CFO describing the need for the requested funding.
- Project timeline. Include anticipated milestone dates, especially including project completion date.

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- Life of project savings. How long are the savings from the proposed project expected to last?
- Provide documentation of non-energy related project benefits. This may include benefits such as increased productivity, increased workforce, improved product quality, local economic development impact, environmental compliance and improved safety.
- Projects must meet all applicable federal, state and local codes.

SECTION 3 eligibility

- This grant offer is open to commercial and industrial (non-residential) facilities served by electric cooperatives participating in this grant program being offered by Wabash Valley Power Association. To determine participating electric cooperatives please visit www.energyadvisor.coop.
- Company must complete one or more energy efficiency projects at one or more facilities. A project can be considered either as a bundle of energy efficiency measures at one or more facilities; or as a single measure.
- The project completion date must be within 12 months of the written grant award notification date.

SECTION 4 customer information

Company legal name:		Payment attention to:	
Company contact name:		Federal tax ID # of customer (do not list tax exempt number) _____ - _____	
Street address		City	State ZIP
Phone	Fax	E-mail	
Electric utility		Gas utility	
Estimated annual electric cost	Estimated annual gas cost	Facility annual hours of operation	Business square footage
Business classification of customer (check ONE): <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole proprietor/individual <input type="checkbox"/> LLC <input type="checkbox"/> Other: _____			
Project type (check ONE): <input type="checkbox"/> New construction <input type="checkbox"/> Retrofit/replacement			
Industry type (check ONE): <input type="checkbox"/> Food processing <input type="checkbox"/> Printing <input type="checkbox"/> Warehouse (attached to plant) <input type="checkbox"/> Plastics <input type="checkbox"/> Municipal water/wastewater <input type="checkbox"/> Metal casting <input type="checkbox"/> Other: _____ <input type="checkbox"/> Pulp & paper		Building type: (check ONE): <input type="checkbox"/> Mostly office <input type="checkbox"/> Mostly warehouse <input type="checkbox"/> Other: _____	

Provide at least 12 months of past kWh and kW readings at the site. Please provide hourly or daily data, if possible, as an attachment to this application.

	kWh usage	kW usage
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

SECTION 5 project and annual energy savings

Measure description	Annual Electricity Savings (kWh)	Annual Energy Savings (\$)	Annual Demand Savings (kW) (optional)	Annual Demand Savings (\$) (optional)	Measure cost (\$)*
1.					
2.					
3.					
4.					
TOTALS					

* Measure cost should include only external costs (internal labor costs should not be included)

- PLEASE NOTE: savings projections should be based on current operations. You may also include savings based on forecasted operations, but they should be clearly labeled as such.
- Calculate energy cost savings using previous 12 months averages (include documentation)

PROJECT PAYBACK AND GRANT BID

- Energy payback = Total project cost / Annual energy savings = _____ years
- Project incentive requested = \$ _____

SECTION 6 competitive scoring

Proposals will be scored and competitively ranked based on the following criteria and information submitted by the required supporting documentation. Please provide this information to the best of your ability.

Points Possible	Category
10	Overall scope and description of project
10	Projected Energy Savings – This factor includes the amount of electricity savings and the reasonableness of the calculations and assumptions use to estimate the savings. For new construction or expansion projects a baseline needs to be described to show the incremental savings and costs
25	Requested Incentive Level compared with Energy Savings – This factor is the incentive amount divided by the energy savings. (the closer the factor is to zero, the higher this section will be scored)
15	Need for Funding – This factor may include criteria such as corporate financial requirements, lack of sufficient capital, the need to minimize risk and the timing of internal funding
10	Likelihood of Project Completion by 12 months after written grant award notification
10	Life of Project Savings – This factor addresses the anticipated cumulative energy benefits over the lifetime of the installation
10	Completeness of Proposal – The proposal must include adequate response to all of the elements in the application
10	Extra Points <ul style="list-style-type: none"> • Proposal includes initiating a comprehensive Energy Management Plan • Project has a 1.5 – 4 year simple energy payback • Your proposal is for an emerging technology • USDOE Energy Savings Assessment recommendations • Multiple projects are bundled together in proposal • Project will impact multiple facilities • Nonenergy benefits

SECTION 7 documentation

Please start each piece of required supporting documentation on a separate page with its own heading.

Supporting Documentation	Description of Requirement
Project Description	<ul style="list-style-type: none"> • Describe your project in one to two paragraphs. • If applicable, describe whether this project is an emerging technology in Indiana, Illinois, Michigan or Missouri (depending on your location), • Whether this project is part of an overall energy management plan, or • Whether you intend to do additional similar projects if this one is successful. • Please describe any plan to measure the energy saving results. • For new construction or expansion projects a baseline needs to be described to show the incremental savings and costs. • Demonstrate the likelihood that the project will be completed within 12 months of the grant award notification if a grant is awarded.
Project Calculations	<ul style="list-style-type: none"> • Provide clear and logical, step-by-step calculations. • Include list of assumptions and show units. • Spreadsheets are acceptable and encouraged, but provide separate and clear descriptions of methodology used. • Chosen vendor must provide verification of energy savings following project completion
Supplier Proposals	Provide a complete copy of all supplier proposals that are relevant to the project for which you are seeking grant money.
Statement of Need	<ul style="list-style-type: none"> • Describe in detail why your company requires funding from Wabash Valley Power Association to complete the project. • Include supporting documentation such as internal ROI or payback requirements. • Describe the likelihood that these measures would be completed at a later date if the requested grant is not approved and estimate when this date would be. • Are you applying for other grants for this specific project? If yes, what are they? Have you been awarded any other money for this specific project? • This statement must be signed by a senior company official.
Statement of Non-Energy Benefits	List and describe any non-energy benefits of your projects (e.g. production improvement, improved product quality, reduced scrap, environmental compliance, economic development, improved safety). Please be as specific and, if possible, list monetary benefits of these non-energy benefits.
Estimated Project Timeline	<p>Provide a timeline for the project. Assume award notification will occur the week of May 17, 2010. Include these milestones:</p> <ul style="list-style-type: none"> • Signed project contract with installation vendor – must occur within 90 days of award notification • Construction documents – must occur within 180 days of award notification • Project commencement – must occur within 270 days of award notification • Project completion – must be within 12 months of written award notification

SECTION 8 customer signature

I, the undersigned, on behalf of _____ (company name) certify that the proposal information provided on this page and the attached pages is accurate and true to the best of our ability. We have read and understood the requirements of this offer.

I understand that submission of this proposal does not guarantee we will receive funding or a specific level of funding. I acknowledge that participation in this project shall impose no liability on Wabash Valley Power Association or its associated electric cooperatives. Wabash Valley Power Association 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. Company 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 it is subject to backup withholding as a result of a failure to report all interest or dividends or (c) the IRS has notified it that it is no longer subject to backup withholding.
3. I am a U.S. citizen or a U.S. resident alien.

Customer signature	Customer name (print)	Date
INTERNAL USE ONLY	Approving Program Manager	Date

SECTION 9 application submittal

Return four signed, completed forms by 5 p.m. E.S.T. on April 16, 2010 to:

C&I Grant Application Program
Wabash Valley Power Association
P.O. Box 24700
Indianapolis, IN 46224

For direct inquires, contact:
Sherry Rose, Community and Business Development Coordinator
(317) 481-2844 or e-mail sherryr@wvpa.com

SECTION 10 notification

You will receive a letter indicating the status of your project the week of May 17, 2010. If you have been awarded funding for your project, you may begin your project. Do not procure your project equipment or services until you have received written approval from Wabash Valley Power Association.

SECTION 11 general eligibility requirements

Incentives are offered by Wabash Valley Power Association. Businesses must be served by a participating member distribution cooperative of Wabash Valley Power Association. To view a list of participating member distribution cooperatives please visit www.energyadvisor.coop

Applications must also abide by the following guidelines:

1. All projects funded by Wabash Valley Power Association are expected to comply with federal, state and local codes
2. WVPA is not responsible for securing any permits necessary to the project funded
3. WVPA reserves the right to conduct site visits to verify that the configuration and operation of systems is as described in any submitted worksheets.
4. WVPA reserve the right to publicize your participation in this program in any WVPA marketing campaign, unless you specifically request otherwise in writing. Requests should be emailed to Sherry Rose, Community and Business Development Coordinator, sherryr@wvpa.com
5. WVPA name or logo may not be used in any marketing, advertising or promotional materials without prior written permission.
6. Grant incentives will be paid directly to the customer following completion of the project funded by the grant and including verification of energy savings provided by customer or vendor.
7. Disclaimers:
 - a. WVPA does not endorse any particular manufacturer, product, labor or system design within this program
 - b. WVPA will not be responsible for any tax liability imposed on the customer as a result of the payment of incentives
 - c. WVPA does not expressly or implicitly warrant the performance of installed equipment (contact your contractor for detailed equipment warranties);
 - d. WVPA is not responsible for the proper disposal/recycling of any waste generated as results of this project; and
 - e. WVPA is not liable for any damage caused by the installation of the equipment or for any damage caused by the malfunction of the installed equipment.
8. WVPA reserves the right to change or discontinue this program at any time. The acceptance of program application is determined solely by WVPA
9. WVPA reserves the right to refuse payment and participation if the customer or contractor violates program rules and procedures.
10. WVPA reserves the right to amend incentive amounts if criteria and information considered at the time of project approval are not met at projection completion. This includes, but is not limited to, project cost and project scope.