

Retro-Commissioning

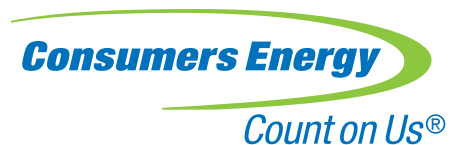
December 2023

2024

Select Service Application



**Consumers Energy**  
Business Energy Efficiency



## About this Application

Optimized buildings save energy and money. The Retro-Commissioning Select Service from Consumers Energy lets experts assess energy use at a **primary building** of your choosing and apply identified facility improvement measures (FIMs) at any or all eligible **secondary buildings**, showing you how small changes can have a big impact on your bottom line.

## What is Retro-Commissioning Select?

The Retro-Commissioning (RCx) Select Service helps optimize the operations of your buildings to react to weather and occupancy conditions in the most energy-efficient manner. Further, benchmarking your buildings in ENERGY STAR® to compare them to national ratings may uncover additional facility improvement measures to consider.

## How much could I save?

The Retro-Commissioning Select Service is a targeted operations and maintenance (O&M) based efficiency service. Operations and maintenance based investigations have routinely delivered paybacks for customers in two years or less and savings of up to 15% or more. The majority of the recommendations made after the assessment are modifications to existing control systems and do not require significant capital investment.

## Do my buildings qualify?

If you have multiple buildings located in Michigan for which you can answer “yes” to **all** of the following questions, those buildings are eligible:

- Do you purchase your electric and/or natural gas service for your buildings from Consumers Energy?
- Do your buildings have similar uses (e.g. national account chains, school districts, select university buildings, etc.)?
- Do your buildings have at least 40,000 square feet of conditioned (heated and cooled) space and/or consume at least 400 MWh of electricity annually?
- Is the majority of each of your buildings controlled by similar building automation systems (BAS) with direct digital control (DDC)?
- Are your buildings free of major maintenance issues?
- Do you intend to operate the current building systems for the next five years without major upgrades?

## Directions

Please save a copy of this form to your computer by selecting “File>Save As...” before entering text and numbers. Then fill in your information electronically and select “Save”. Note that this form requires Adobe Reader® version 11.0 or later to function properly. Download the most recent version of Adobe Reader® at [get.adobe.com/reader](http://get.adobe.com/reader).

- Complete the Pre-Notification Application. Pre-notification is a requirement for the RCx Select Service.
- Complete the Final Application within 60 days of the completion of your project.

Interactive PDF is available at  
[ConsumersEnergy.com/retrocommissioning](http://ConsumersEnergy.com/retrocommissioning)

## Application Checklist

### □ Eligibility

To be eligible for this offering, customers must be able to answer “yes” to **all** of the questions under “Do my buildings qualify?” in the previous column.

### □ Pre-Notification

Please complete pages 3 - 5 of this Application and submit the Pre-Notification Application to Service Staff, including all required documentation, via email, mail or fax. Submitted Applications will be followed up with a telephone interview to verify eligibility for the service and confirm the approved Assessor/Implementer. A pre-screening tool will be used to further verify customer eligibility.

### □ Primary Building Energy Assessment

Customers will coordinate with the Assessor/Implementer energy assessment team to provide access to your chosen primary building systems and answer questions on building equipment and operation during the assessment. Service Staff and the Assessor/Implementer will schedule a report delivery meeting to review planned and/or completed facility improvement measures.

### □ Planning

A time-based implementation plan must be submitted by the Customer/Implementer to Consumers Energy Business Energy Efficiency Programs after the assessment has been completed. This should include steps to implement your selected low/no cost facility improvement measures.

### □ Implementation

Implement your selected low/no cost facility improvement measures (FIMs) at eligible facilities, as applicable, and collect project documentation for submittal with the Final Application. Additional Commercial and Industrial Program incentives may be available for implemented FIMs (Service Staff will help you determine what may also be available).

### □ Project Completion

Please sign and complete page 8 of this Application and submit the Final Application to Service Staff, including all required documentation, via mail, email or fax. Service Staff will schedule a final verification meeting to verify implementation of your selected low/no cost facility improvement measures and compliance with the Retro-Commissioning Select Service requirements.

### □ Submit Application by one of these methods:

**Mail:** Consumers Energy Business Energy Efficiency Program  
P.O. Box 1040, Okemos, MI, 48805

**Fax:** 877-607-0738

**Email:** [Retro-Commissioning@cmsenergy.com](mailto:Retro-Commissioning@cmsenergy.com)

## Available Incentives

- Retro-Commissioning Select is a “service incentive.” This means the Retro-Commissioning (RCx) based service is an incentive to the customer and is fully funded by Consumers Energy Business Energy Efficiency Programs, up to the annual limits specified below, for sites approved to participate. The Retro-Commissioning Select Service is available to qualified commercial and/or industrial (C&I) business customers of Consumers Energy with at least one meter that is on an eligible rate for participation. This Service is not available to Consumers Energy business customers and/or sites that are participating in a self-directed option for the current Service year. The goal of this service is to help customers identify and implement opportunities, that have a simple payback of 18 months or less, to improve the efficiency of major energy-using systems and reduce costs without adversely affecting facility or system operations.
- Customer must complete the Retro-Commissioning Select Service Pre-Screening process.
- Custom Incentives for the Retro-Commissioning Select Service are provided to qualifying companies that complete implementation of selected low/no cost facility improvement measures (FIMs) **at their primary building and/or at any or all eligible secondary buildings**, as applicable. Prior to receiving Retro-Commissioning Select Service Custom Incentives, customers will be required to sign a Final Application confirming the selected FIMs have been implemented.
- Implemented FIMs will be incentivized at a rate of \$0.05 per kWh saved, and \$6.00 per Mcf saved, up to 100% of the total FIM implementation and energy assessment costs.
- Additional incentives for implemented FIMs may be available through the CEBEEP Commercial and Industrial Program.
- Incentives may be reassigned to your Trade Ally/contractor if desired.

## Program Year Incentive Limits

The amount of incentives a customer can receive is limited. A facility is defined as a single customer who is responsible for paying the Consumers Energy electricity and/or natural gas bill. A customer is defined as the organization under which the company (or companies) are owned or operated, regardless of who is responsible for paying the bill. The facility must have a commercial rate code. The program has a limited annual budget. Applications will be processed until allocated funds are reserved or spent each program year.

<b>Commercial and Industrial Program Prescriptive Incentives</b>	100% of the total project cost.
<b>Commercial and Industrial Program Custom Incentives</b>	50% of the total project cost.
<b>RCx Program Select Service Custom Incentives</b>	100% of the total FIM implementation and energy assessment costs.
<b>Total RCx Program Incentives</b>	\$120,000 across all facilities per customer.
<b>Natural Gas Customer Incentives</b>	\$1,000,000 across all facilities per customer. (100% of the calculated incentive up to \$500,000, and 50% above \$500,000)
<b>Electric Customer Incentives</b>	\$2,000,000 across all facilities per customer.

**Customer Information (Required for All Applications)**

Company Name  
(as it appears on Consumers Energy bill) \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

We will use your email address solely to provide timely information about the Consumers Energy Business Energy Efficiency Programs and your projects.

Consumers Energy Natural Gas Account Number (at Project Location)

Consumers Energy Electric Account Number (at Project Location)

**Primary Business Type**

- |  |   |  |   |                                 |
|--|---|--|---|---------------------------------|
| <input type="checkbox"/> Agriculture       | <input type="checkbox"/> Heavy Industrial   | <input type="checkbox"/> Hotel           | <input type="checkbox"/> Big Box Retail           |                                 |
| <input type="checkbox"/> Auto Repair       | <input type="checkbox"/> Light Industrial   | <input type="checkbox"/> Motel           | <input type="checkbox"/> Small Retail             |                                 |
| <input type="checkbox"/> Biotech           | <input type="checkbox"/> High School        | <input type="checkbox"/> Large Office    | <input type="checkbox"/> Full Service Restaurant  | Facility Size (Area)            |
| <input type="checkbox"/> Convenience Store | <input type="checkbox"/> School (K-8)       | <input type="checkbox"/> Small Office    | <input type="checkbox"/> Quick Service Restaurant | _____ ft <sup>2</sup>           |
| <input type="checkbox"/> Grocery           | <input type="checkbox"/> University/College | <input type="checkbox"/> Religious       | <input type="checkbox"/> Warehouse                | Facility Annual Electricity Use |
| <input type="checkbox"/> Data              | <input type="checkbox"/> Hospital           | <input type="checkbox"/> Public Assembly | <input type="checkbox"/> Other _____              | _____ MWh                       |

**Customer Tax Information (Required for All Applications)**

Tax Status \*\*:  Individual/Sole Proprietor/ Single-Member LLC  C Corporation  Partnership  LLC: Enter Tax Classification \_\_\_\_\_  S Corporation  Trust/estate  Other \_\_\_\_\_

Tax ID Number: Please provide your EIN/Federal Tax ID below.  
EIN/Federal Tax ID    -

Exemptions:  
Payee Code \_\_\_\_\_ FATCA Code \_\_\_\_\_

**Project Information**

Project Name (if applicable) \_\_\_\_\_

Installation Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Estimated Completion Date \_\_\_\_\_ Total Incentive Requested \_\_\_\_\_

**Technical Contact Information (Trade Ally, Contractor, Designer, etc.)**

Company Name\* \_\_\_\_\_ Consumers Energy Contractor ID (if known) \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Rebate Processor Name \_\_\_\_\_ Email \_\_\_\_\_

\* Company name as it appears on your W-9.  
\*\* W-9 must be provided for payee with application.

For internal use only		
Date	Assigned	CE -

## Retro-Commissioning Select Service Primary Building Information

### Natural Gas Provider

- Consumers Energy
- DTE Energy
- Other \_\_\_\_\_

### Electricity Provider

- Consumers Energy
- DTE Energy
- Other \_\_\_\_\_

### Building Information

- |  |  |
|--|--|
| _____ Ft <sup>2</sup> , Total Area                           | _____ Number of full time employees on maintenance staff |
| _____ Ft <sup>2</sup> , Conditioned Area                     | _____ Manufacturer of building automation system (BAS)   |
| _____ Year of Construction                                   | _____ Age of BAS   |
| _____ Number of Floors                                       | _____ Annual Hours of Operation                          |
| _____ % Occupied   |  |
| _____ Number of people in the building 8 hours or more a day |  |

### Building HVAC Systems (Check all that apply)

#### Plants

- Air Handler Units
- Boiler, Electric
- Boiler, Natural Gas
- Chiller, Absorption
- Chiller, Electric
- Condenser
- Cooling Tower
- Rooftop Units
- Unit Heaters, Natural Gas
- Unit Heaters, Electric
- Water Loop Heat Pumps

#### Distribution

- Baseboard, Electric
- Baseboard, Hot Water
- Chilled Water
- Constant Volume
- Hot Water
- Radiator, Steam
- Reheat, Electric
- Reheat, Hot Water
- Steam
- Variable Air Volume, VAV

### If you have multiple buildings located in Michigan for which you can answer “yes” to ALL of the following questions, those buildings are eligible for the Retro-Commissioning Select Service:

- Do you purchase your electric and/or natural gas service for your buildings from Consumers Energy?
- Do your buildings have similar uses (e.g. national account chains, school districts, select university buildings, etc.)?
- Do your buildings have at least 40,000 square feet of conditioned (heated and cooled) space and/or consume at least 400 MWh of electricity annually?
- Is the majority of each of your buildings controlled by similar building automation systems (BAS) with direct digital control (DDC)?
- Are your buildings free of major maintenance issues?
- Do you intend to operate the current building systems for the next five years without major upgrades?

# Retro-Commissioning Select Service Secondary Buildings Information

Building Address											
City				State				ZIP			
Consumers Energy Natural Gas Account Number (at Project Location)				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumers Energy Electric Account Number (at Project Location)				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building Address											
City				State				ZIP			
Consumers Energy Natural Gas Account Number (at Project Location)				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumers Energy Electric Account Number (at Project Location)				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building Address											
City				State				ZIP			
Consumers Energy Natural Gas Account Number (at Project Location)				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumers Energy Electric Account Number (at Project Location)				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building Address											
City				State				ZIP			
Consumers Energy Natural Gas Account Number (at Project Location)				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumers Energy Electric Account Number (at Project Location)				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building Address											
City				State				ZIP			
Consumers Energy Natural Gas Account Number (at Project Location)				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumers Energy Electric Account Number (at Project Location)				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building Address											
City				State				ZIP			
Consumers Energy Natural Gas Account Number (at Project Location)				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumers Energy Electric Account Number (at Project Location)				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building Address											
City				State				ZIP			
Consumers Energy Natural Gas Account Number (at Project Location)				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumers Energy Electric Account Number (at Project Location)				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



## Terms and Conditions

As an eligible Consumers Energy customer, I certify the indicated energy efficiency measures were installed during the current program year. The energy optimization measures are installed in a qualifying facility and not for resale. Additional Service Terms and Conditions may be found in the Policy and Procedures Manual available at [ConsumersEnergy.com/startsaving](https://ConsumersEnergy.com/startsaving).

I understand that in the event the application received a reservation, that reservation is not a guarantee of payment. Incentive payment will be based upon the Final Application meeting the Service Terms and Conditions.

### Selected terms and conditions include, but are not limited to:

- Project funds are reserved for 90 days from the date of the reservation letter (18 months for New Construction projects). Final applications and all required documentation must be received within 60 days of project completion.
- The service has a limited budget but is an annual service. Applications will be processed until allocated funds are fully subscribed or spent each program year. Incentive amounts are subject to change at any time within the program year; however, reserved incentive amounts will be honored within a program year.
- Final applications must be received by Nov. 30 of the program year to qualify for the current year's funding. Multi-year project incentives may vary in accordance with program year changes.
- All equipment must be purchased and installed prior to submitting the Final Application.
- All equipment installed must meet the minimum specifications as stated in the Incentive Catalog and in the Service Terms and Conditions. Failure to meet the minimum specifications will result in disqualification of the measure or incentive payment.
- Applicant agrees to inspection and measurement activities by the utility or its representatives of both project payment and equipment installation for up to five (5) years.
- Incentives may be taxable and the applicant is solely responsible for the payment of any resulting taxes. Incentives will be reported to the IRS, unless applicant is corporation or exempt.
- The applicant may be required to refund some or all of the incentives if the measures do not remain (or were not) installed for a period of five (5) years or the end of the product life, whichever is less.
- All materials removed, including lamps and PCB ballasts, must be taken out of service permanently and disposed of in accordance with local, state and federal codes and ordinances. The Applicant is responsible for being aware of any applicable codes or ordinances. Information about hazardous waste disposal may be found at: [Michigan.gov/deq](https://Michigan.gov/deq).
- For certain measures, the incentive amount will be determined based on the estimated energy savings. The Applicant may be required to provide documentation on energy savings calculations and assumptions. Consumers Energy will make the final determination of the energy savings and thus the incentive amount to be paid.
- Consumers Energy has no obligations regarding and does not endorse or guarantee any claims, promises, work, or equipment made, performed or furnished by any contractors or equipment vendors that sell or install any energy efficiency measure.
- I have read and understand the service requirements, Measure Specifications and Service Guidelines set forth in this Application, the Incentive Catalog and the service Policy and Procedures Manual and agree to abide by those requirements. Furthermore, I concur that I must meet all eligibility criteria in order to be paid under this service and not receive incentives from any other utility for the same project.
- I certify that the information on this Application is true and accurate. I understand that Consumers Energy and its authorized agents may utilize my account information and project scope to evaluate my Application for compliance with the service Policy and Procedures Manual. I authorize Consumers Energy to utilize certain information including, my company name, energy savings and incentive value for regulatory and promotional purposes. If I choose to opt out of any recognition, I must indicate this choice in a written letter to the Consumers Energy Business Energy Efficiency Program team.
- Reserved incentive amounts are not guaranteed and the actual amounts will be based on a review of the final Application and supporting documentation (and may be capped at the reserved amount).
- The final incentive amount will be based on the service requirements for the year in which the file is paid.

# Facility Improvement Measures Selection Form

## Step 1: Facility Improvement Measures (FIMs) Summary and Plan

FIM	Description	Potential Mcf savings	Potential kWh savings	In plan	Implemented Mcf Savings	Implemented kWh savings	Variance to plan or measure
Ex. 1	Reduce AHU Operating Schedules and Implement Optimum Start where Applicable	3,000	78,000	Yes	2,000	65,000	Operating hours increased
1	Optimize Air Handling Scheduling						
2	Optimize Economizer Performance						
3	Optimize or Reset Supply Air Temperature						
4	Reduce or Reset Discharge Static Pressure Set Point						
5	Optimize or Reset Chilled Water Supply Temperature						
6	Optimize or Reset Condenser Water Supply Temperature						
7	VAV Damper Reset To Minimum Before Heating Mode						
8	Schedule Lighting						
9	Night Setback						
10	Adjust Unoccupied Operations						
11	Reduce Outside Air						
12	Pump Pressure Setpoint Reset or Reduction						
13							
14							
15							
16							
<b>Total Savings</b>							

## Step 2: Energy Savings Summary

Service	Unit	Total Planned Potential	Total Implemented Savings
Natural Gas	Mcf		
Electric	kWh		

## Step 3: Incentive

Service	Unit	Current Energy Cost (\$/Unit)	Annual Savings (Unit/Yr) (A)	Incentive Rate (\$/Unit) (B)	Calculated Incentive (AxB)	Project Cost	Simple Payback Period	Total Custom Incentive
Natural Gas	Mcf			\$6.00				
Electric	kWh			\$0.05				

## Step 4: Executive Summary (Please Define Project Scope in Further Detail)

▶ Customer cannot apply for, nor receive, duplicate incentives for the same project, product, equipment or service from more than one utility company.



# Retro-Commissioning Select Service Final Application

Important: Please read the Terms and Conditions before signing and submitting this application. A customer signature is required for payment in the incentive requested. Checks will be made out to the name of the applicant's business, unless payment is released in the third party payment release section below.

## Incentives Requested

Total Project Cost	Total Incentive Requested	Actual Completion Date
Company Name <small>(as it appears on Consumers Energy bill)</small>	Project #	
Customer Signature	Date	
Print Name	Title	

▶ Upon signing, I am stating that I have read and understand the Terms and Conditions set forth by this service.

## Third Party Payment Release

### Skip This Section If Rebate Check Will Be Made Payable To Customer

I authorize the payment of the incentive to the third party name below and I understand that I will not be receiving the incentive payment. I also understand that my release of the payment to a third party does not exempt me from the service requirements outlined in the Incentive Catalog, Final Application Agreement and Terms and Conditions.

#### Authorized By:

Customer Name	Signature	Date
---------------	-----------	------

#### Check should be made payable to:

Individual/Company Name*	Phone	
Mailing Address		
City	State	ZIP

**Tax Status \*\*:**  Individual/Sole Proprietor/ Single-Member LLC  C Corporation  S Corporation  Partnership  LLC: Enter Tax Classification \_\_\_\_\_  Trust/estate  Other \_\_\_\_\_

#### Tax ID Number Please provide your EIN/Federal Tax ID below.

EIN/Federal Tax ID   -

#### Exemptions

Payee Code \_\_\_\_\_ FATCA Code \_\_\_\_\_

▶ Please note this document will require re-saving each time a digital signature is used.

\* Company name as it appears on your W-9.

\*\* W-9 must be provided for payee with application.

For internal use only		
Date	Assigned	CE -