

## Submetered Facilities Eligibility

To ensure consistent application of the Small Business Energy Efficiency Program, we would like to clarify eligibility requirements regarding submetered facilities. A submetered facility is a leased tenant space where the customer does not receive a utility bill directly from Consumers Energy. Instead, the building owner or property manager receives the utility bill and allocates utility costs to individual tenants through a separate billing process.

### Program Requirements

Submetered customers may qualify for program participation provided they meet all standard program eligibility requirements, including:

- The customer occupies a qualifying leased commercial space.
- The customer can provide documentation demonstrating responsibility for utility costs, such as landlord-issued utility billing statements.
- Utility use information is available and can be validated.
- The customer meets all other program eligibility requirements, including annual use thresholds.

### Required Documentation

To be considered for eligibility, submetered customers must provide:

- Utility billing documentation from the landlord or property management company.
- Documentation sufficient to validate utility costs and energy use.
- Any additional information requested by the program team during the review process.

Providing complete documentation at the time of application will help avoid delays during project review.

## Important Eligibility Limitation

Submetering eligibility is intended for leased tenant spaces only and may not be used to separate portions of a larger entity for the purpose of meeting program use eligibility requirements.

The submetering policy is not intended to create separate eligibility for facilities that are part of a larger organization whose combined energy use exceeds program thresholds.

## What Does NOT Qualify?

Multi-building facilities operating as a single business entity. If multiple buildings are owned or operated by the same organization and their energy use is included within a common utility account or aggregated billing structure, the total energy use of the entity will be used when determining eligibility.

## Examples

Eligible: A retail tenant leases space within a shopping center and is billed for utilities by the landlord rather than directly by Consumers Energy. The tenant can provide landlord-issued utility billing documentation and meets all other program eligibility requirements. The tenant may qualify for participation under the submetering policy.

Not Eligible: A university campus contains multiple buildings whose energy use is included within the institution's overall utility billing structure. Even if a project is being proposed for only one building, the buildings are part of the same entity and the total energy use of the organization would be used to determine eligibility.

Potentially Eligible: A university, hospital, or corporation operates a separately located satellite office that is independently metered and not part of the primary campus utility infrastructure. Because the facility operates independently and is evaluated separately, it *may* qualify if all other program eligibility requirements are met.

## Questions?

If you are unsure whether a facility qualifies as a submetered customer, please contact the program team at 877-607-0737 before submitting an application. We are happy to review specific situations and provide guidance prior to project submission.