



Commercial & Industrial Custom Retrofit GO Program*

Primary Objectives

MMWEC’s Green Opportunity (GO) Program assists Massachusetts municipal utilities in developing and delivering energy efficiency services to their commercial and industrial customers.

- Identify and install electric energy efficiency opportunities associated with mechanical, electrical, and thermal systems in existing commercial, industrial, governmental, and institutional buildings.
- Assist Ipswich Electric Light Department (IELD) customers in reducing operating costs by incentivizing the identification and installation of energy efficiency opportunities.
- Test and evaluate the process, from lead generation through audit and implementation, to inform future refinements of the program that can be applied to Ipswich and more broadly, to other MMWEC member municipalities.

Program Summary/Design

The Commercial & Industrial Retrofit GO program will be administered through a controlled process whereby customers submit an application to be enrolled into the program. Once the application is received, IELD will work with the customer and their preferred contractors to fully define work scopes for the recommended projects including a cost effectiveness evaluation based on estimated annual energy savings. *Incentives available through the Ipswich GO program are based on the energy savings estimated to result from project implementation.* It is the responsibility of the customer to implement the measures of their choosing, at which time IELD will conduct a post installation inspection prior to issuing the incentive.

Below is a detailed summary of the program that describes the entire process from the moment an application is received to final delivery of the incentive from IELD.

1. **Application Submitted** –The appropriate business representative should complete the application form available on the IELD website in its entirety and return to the program administrator by any of the methods listed. The application form is used to assess basic information about the function, condition, size and energy end uses of the facility and its systems. It will also provide the applicant the opportunity to inform IELD of specific EE projects of interest.
2. **Initial Phone Consultation:** IELD’s program administrator will contact the applicant by phone to review the application and better understand the specific goals and interests of the applicant. Projects are expected to follow one of two general paths, as follows:

“**Fast Track**”: Applicant has identified a specific project they intend to move forward with and wish to determine incentive eligibility through the program. This is the so called “fast track” project path.

General Energy Efficiency: Applicant is interested in gaining assistance to identify cost effective energy efficiency opportunities at their facility and subsequently determining incentive eligibility and studying measure cost effectiveness. Applicant may or may not have targeted specific projects
3. **Specific Project “Fast Track” Path:** The applicant will be asked to provide the following documentation for the projects they are considering. If needed, IELD can provide technical assistance to support the applicant. The documentation provided by the applicant will serve as the basis for IELD’s review. Required documentation includes but is not necessarily limited to:
 - ✓ Description of project scope
 - ✓ Inventory of existing fixtures/systems being replaced
 - ✓ Inventory and technical specifications for proposed equipment
 - ✓ Project cost estimates, for labor and material separately
 - ✓ Additional operating information as needed to evaluate energy savings (i.e. annual run hours for lighting projects)

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Program
Summary/Design
(Cont'd)

- a. **Technical Review:** IELD's program administrator will prepare a technical review of the information provided which may or may not include an on-site inspection. There is no charge for this service. A review letter will be provided that presents estimated energy savings, incentive eligibility, project cost effectiveness (simple payback) and next steps. Once the review has been completed, the applicant signs and returns a memorandum of understanding signifying their intention to proceed, and ultimately proceeds with project implementation.
4. **General Energy Efficiency Path:** Applicants that are not interested solely in specific pre-determined projects may follow the general energy efficiency path which is designed to help identify and develop cost effective energy efficiency projects. This process is conducted in two parts. First is a Level One (scoping) audit of the facility to identify potential measures that merit further study. Second is the targeted study and development of measures. Both are more fully discussed below:
 - a. **Level One (Scoping) Energy Audit:** Shortly after the initial phone consultation, the program administrator will coordinate a time and date to conduct a walkthrough audit of the facility. The walkthrough will take between 1-3 hours depending on the size and complexity of the facility, and is intended solely to gain an initial understanding of how energy is utilized and to identify *potentially* cost effective projects. Level one audits include minimal engineering analysis and cost estimation. A brief letter report will be issued documenting the findings and discussing next steps.
 - b. **Technical Review:** If the business decides to move forward with any EE projects identified in the free Level One energy audit, further specification of the project scope, cost, and energy savings is necessary for IELD to complete a technical review and identify incentive eligibility. Applicants may obtain formal vendor quotes on their own, or IELD can provide 50% co-funded technical assistance to help specify project scopes, obtain vendor quotes, and calculate energy savings. When the project information is compiled, IELD's program administrator will complete a technical review of the project. A review letter will be provided that presents estimated energy savings, incentive eligibility, project cost effectiveness (simple payback) and next steps. Once the review has been completed, the applicant signs and returns a memorandum of understanding signifying their intention to proceed, and ultimately proceeds with project implementation.
5. **IELD Commits Funds:** IELD commits funds to EE projects according to the annual electric savings of the particular project(s). The annual electricity savings resulting from the implementation of EE measures are calculated through the technical review process as described above.
6. **Customer Returns MOU:** IELD will commit funds in the form of a formal letter. The business will have 30 days to acknowledge receiving the formal grant offer by signing and returning the attached Memorandum of Understanding (MOU). Once IELD receives the signed MOU, the business will have 180 days to complete installation of the EE project. If the MOU is not returned within 30 days or if the EE project is not installed within 180 days of returning the MOU, committed funds will be forfeited by the business and returned to the incentive pool. Businesses have the option of reapplying to the program if deadlines are missed however the availability of funds may result in a reduced commitment from IELD.
7. **Customer Funds Installation of Project:** For each EE project for which IELD funds have been committed, it the responsibility of the business to fund the installation of these projects in their entirety within 180 days of returning the signed MOU. Funds committed by IELD will be released to the business after a successful post installation inspection.
8. **Post Installation Inspection:** After each EE project has been installed and is operational, the business will notify IELD by phone or e-mail. The program administrator will schedule a post

	<p>installation inspection of the facility to ensure scope of work, as defined in the technical review, did not change. IELD will also collect final invoices from the contractor who installed the project. A business is not required to proceed with the contractor who supplies the original quote however if the final project cost or energy savings change in response to a modified scope of work, IELD retains the right to re-asses committed incentive amounts according to the Memorandum of Understanding discussed in Section 6.</p> <p>9. <u>Rebate Issued</u> – A rebate in the amount listed by the formal incentive offer will be issued to the business after a successful post installation inspection.</p>
Target Market	All non-residential customers – commercial, industrial, governmental, and institutional, etc. Multi-family building owners are eligible to participate in this program.
Target End Uses	Target end-uses include, but are not limited to building envelop, lighting and lighting controls, motors and drives, HVAC equipment, energy management systems, compressed air, additional unique industrial processes, and site-specific custom measures
Financial Incentives**	<p>The program features two types of financial assistance, in the forms of co-funded technical assistance for energy planning and study, and incentives for the installation of efficiency measures. Both are discussed below:</p> <p>Measure Installation Incentives:</p> <ul style="list-style-type: none"> • Incentives are limited to <u>\$0.17 per annual saved kWh</u>, not to exceed 50% of total project costs. • <i>For customers with single month energy consumption less than or equal to 4,000 kWh and <100 kW demand:</i> Incentives are capped at a maximum of <u>\$5,000 per customer/year</u>. • <i>For customers with single month energy consumption greater than or equal to 4,000 kWh and >100 kW demand:</i> Incentives are capped at a maximum of <u>\$10,000 per customer/year</u>. • Incentives will not be offered if such incentive would reduce the simple payback to less than one year <p>Co-Funded Technical Assistance:</p> <ul style="list-style-type: none"> • Ipswich Electric Light Department will co-fund 50% of costs incurred for qualified engineering studies, up to \$2,500. Customer is responsible for funding the balance. <p>**IELD retains full and complete discretion over all incentive and financing offers</p>
Delivery Mechanism	Installation of measures may be conducted by any qualified contractors selected by the customer. Ipswich Electric Light Department can provide customers with a list of qualified contractors however IELD does not specifically endorse any contractors. Energy audits and technical reviews will be conducted by a pre-selected engineering firm with whom IELD has a standing relationship.

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