



A Touchstone Energy® Cooperative 

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Commercial & Industrial Energy Audit Program July 1, 2021 – June 30, 2022

It is in the joint interest of North Western Electric Cooperative (NWECC) and its electric members to reduce the demand for electricity and promote the value of energy efficiency. The Commercial & Industrial (C&I) Energy Audit Program offers funding for a professional energy audit as well as installation of recommended electric energy improvements, thereby encouraging NWECC's member businesses to reduce energy use.

The C&I Energy Audit Program is offered to C&I businesses who receive their electric service from NWECC. The business member must agree to adhere to the program requirements.

C&I Energy Audit

An energy audit will generally include a walk through the facility, tests and measurements to identify energy loss along with close examination of processes and energy costs. Some systems reviewed might include building envelope, water usage, HVAC systems, motors, lighting, electric supply, compressed air and optional processes. The scope of the audit will depend upon the nature of the business and desired objectives.

C&I Energy Audit Eligibility for Participation

In order for a member to be eligible for the C&I Energy Audit Program:

- The building must be a commercial or industrial structure which uses electricity from NWECC.
- Businesses eligible for the C&I Energy Audit Program include commercial and industrial businesses, local government, not-for-profit and private institutions, colleges and universities, and K-12 schools.

C&I Energy Audit Specific Requirements

- **PRE-APPROVAL IS REQUIRED.** C&I businesses must submit a completed C&I Energy Audit Pre-approval Form and an audit proposal including cost to NWECC before the energy audit is performed.

- The audit must be done by a professional auditing or engineering firm. This cannot be done by staff of either NWECC or the member business requesting the audit. The member business may select the auditing firm; however, it is highly advisable to select an auditing firm with prior experience in implementing audits on businesses similar in nature to the business to be audited. Residential applications are not eligible.

C&I Energy Audit Conditions

- The energy audit must include an audit of electric energy use.
- Energy audits are restricted to one energy audit per business facility within a five-year period.

C&I Energy Audit Rebate

C&I Energy Audit Program rebate will be 50% of the total audit cost up to a maximum of \$4,000 per audit. The energy audit must be completed between June 1, 2021 and June 30, 2022 to be applicable for this program.

- Funding is limited and subject to availability.
- Submit copies of the following information to NWECC no later than June 30, 2022:
 - Auditing company's detailed invoice to member business.
 - Completed energy audit.

IMPORTANT! NWECC must receive the approved and completed C&I Energy Audit and it must be approved for rebate before proceeding with the request for the C&I Energy Improvement Rebate.

C&I Energy Improvement Rebate

Energy efficiency improvements may be eligible for a 50% rebate up to a maximum of \$6,000 providing they meet all of the following requirements:

- Energy efficiency improvements made were recommended in a C&I Energy Audit that was reimbursed (rebated) as part of the C&I Energy Audit Program.
- Improvements made increase the electric energy efficiency of the facility.
- Improvements were installed within one year of the date of the energy audit that was part of this program. **Improvements must be installed between June 1, 2021 and June 30, 2022 to be applicable for this program.**
- An NWECC employee or representative must visit the member facility and confirm installation of improvements made.

The following information must be submitted to NWECC no later than June 30, 2022:

- Completed C&I Energy Improvement Rebate Application.
- A detailed invoice from the installing contractor or an invoice from the equipment company if equipment was installed by member business.
 - Invoice must document exact improvements made.

Internal labor costs are not applicable for rebate.

Requests for rebate will not be processed until all required documentation is received.

C&I Energy Improvement Conditions

- Lighting projects submitted for rebate through the C&I Custom Lighting Program are not applicable for funding under this program.
- Only one rebate for energy improvements will be granted per facility.
- Energy improvements submitted for rebate must have received funding within the past 12 months for an energy audit of this facility through this C&I Energy Audit Program and all improvements must have been recommended in that energy audit.
- All equipment must be new and meet program specifications. Used or rebuilt equipment is not eligible.
- This program is not applicable for new construction or facility additions.
- All projects must comply with applicable federal, state and local laws and building codes.
- If the application is approved, NWEAC will pay the rebate amount to the participating member business.

Program Funding Process

1. Contact a professional auditing or engineering firm and get a quote for the C&I Energy Audit.
2. **APPLY FOR PRE-APPROVAL** from NWEAC for the C&I Energy Audit by submitting an audit proposal including cost and the C&I Energy Audit Rebate Pre-Approval Form.
3. Upon approval, implement the audit.
4. Submit a copy of the audit report and invoice to NWEAC.
 - A C&I Energy Audit Program rebate for the energy audit must be received in order to qualify for the C&I Energy Efficiency Improvement rebate.
5. Install recommended improvements from the audit within one year of the audit date.
6. Complete the C&I Energy Efficiency Improvement Rebate Application and submit it to NWEAC along with a copy of the detailed invoice of electric energy improvements installed.
7. The application will be reviewed and a site visit will be made by NWEAC.
8. Qualified projects will receive their rebates from NWEAC.

Program Review

The Cooperative will annually review this program to determine its continuance for another 12-month period.



C&I Energy Audit Pre-Approval Form

Program Dates: July 1, 2021 through June 30, 2022

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MEMBER INFORMATION			
Member Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial			
Company Name	Contact Name	Email	
Address	City, State	Zip Code	Phone
JOB SITE INFORMATION			
Job Site Address (Physical Address)	City, State	Zip Code	
PROPOSED ENERGY AUDIT INFORMATION			PRE-APPROVAL IS REQUIRED PRIOR TO AUDIT
Auditing/Engineering Firm	Total Energy Audit Cost \$	Amount of Rebate \$ Requested	50% of audit cost; maximum \$4,000
*Must submit audit proposal including cost to NWECC for PRE-APPROVAL.			
MEMBER CONFIRMATION			
<p>I acknowledge the information on this application is accurate and complete.</p> <p>I confirm I have read, agree with and understand the terms and conditions of this application and program, and I have the authority to execute (or execute on behalf of my company/corporation).</p>			
Member Signature			Date

FOR OFFICE USE ONLY		
PRE-APPROVAL		
<input type="checkbox"/> Buckeye contacted for funds approval.		
By Whom	Date	Results
<input type="checkbox"/> Pre-Approval Granted		
Date	NWECC Employee Signature	
<input type="checkbox"/> Pre-Approval Denied		
Date	NWECC Employee Signature	Reason
Member Notified By: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In Person		
By Whom	Date	
<input type="checkbox"/> Notification Letter Sent (C&I Energy Audit Rebate Pre-Approval Results)		
Date	<input type="checkbox"/> Copy of the Notification Letter attached to this form.	
AUDIT		
Audit Performed Date	Copy of Audit/Invoice Submitted Date	
Approved Amount	Check Request to Plant Accountant Date	
Submitted Electronically to Buckeye Date	By Whom	Buckeye Reimbursement Received Date