

COMMERCIAL CUSTOM TECHNICAL SHEET.

GENERAL INFORMATION.

PROGRAM OFFER

Washington Gas offers incentives to help commercial, industrial, government, institutional and nonprofit customers offset the upfront costs for energy-efficient improvements. The Commercial Custom Technical Sheet covers eligibility requirements and incentives for the purchase and installation of energy-efficient measures not covered by the Prescriptive Business Solutions program. Custom projects may involve retrofits of existing buildings, new construction, major renovation and remodeling, new measure purchases, and end-of-life measure replacements.

All projects require preapproval. No existing equipment or measures being replaced may be removed or altered and no amount of proposed equipment or measures applied for may be purchased and/or installed prior to the issuance of a program preapproval notification.

Service Providers must register with the program prior to submitting incentive applications. To register, submit an online [Service Provider application](#) and wait for approval. Installation contractors must also [register online](#).

PARTICIPANTS

These incentives are available to customers who meet the following eligibility requirements:

- Are a nonresidential (i.e., commercial, industrial, governmental, institutional, or nonprofit) Washington Gas customer within the Virginia service territory on rate schedules 2, 2A, 3 or 3A—defined as Commercial and Industrial customers using less than 30,000 therms/month.
- Have an existing facility or are a new construction or major renovation project.

ELIGIBLE MEASURES

All installed measures must be new and meet all designated requirements. Used equipment or measures not meeting program and/or technical requirements are not eligible for incentives. Existing measures must be removed and may not be reinstalled within the Washington Gas service territory or anywhere in the state of Virginia. Please contact the program for more information.

TERMS AND CONDITIONS

Click [here](#) to review the Program Terms and Conditions. Customer-signed Terms and Conditions must be submitted with the application in order to receive preapproval.

INSTRUCTIONS.

HOW TO APPLY

1. Verify that your project meets eligibility requirements as outlined in this Technical Sheet. Contact us with any questions about eligibility at **1-833-286-0860**.
2. Complete and submit your application online through the [Application Center](#). The following information and supporting documentation are required:
 - Washington Gas account number (Enter 0000000000 if the facility has not established a Washington Gas account number yet. Prior to payment being issued, you must submit an updated Washington Gas account number.)
 - Customer-signed Terms and Conditions
 - Manufacturer specification sheets
3. The Program reviews submitted documentation and may request additional documentation if necessary. A pre-installation site inspection may be required as part of the preapproval process.
4. The Program emails preapproval to the customer and Service Provider. Upon receipt of preapproval, the customer may begin project installation. The preapproval offer is valid for six months for Existing Business projects and 12 months for New Business Construction projects. Should additional time be necessary to complete a preapproved project, please contact the Program for assistance.
5. Submit written notification to Washington Gas immediately if there are any changes to the scope of work, as this may require additional preapproval.
6. Once the installation of all proposed measures is complete and the Washington Gas customer is satisfied with the measures and installation, the customer must sign the program preapproval letter. The customer-signed preapproval letter must be uploaded to the [Application Portal](#) online along with the final detailed invoice(s). The invoice must indicate the date of purchase, project location address, full model numbers of equipment installed at the project site and installed equipment quantity. Equipment serial numbers must also be entered into the application.
7. The Program performs a final review and may require a post-installation inspection to verify compliance with program rules, accuracy of project documentation and measure operation.
8. The Program distributes the incentive check to the payee following final approval processing. The incentive check should be received within six to eight weeks.

MEASURES AND INCENTIVES.

The Commercial Custom application must be used for all eligible energy efficiency measures that are not covered by the Prescriptive Business Solutions applications. Custom applications require supporting documentation on measure performance and calculations documenting the energy savings that are expected to result from each measure. This information typically includes performance data for the existing or base case measure and the proposed energy efficiency measure as well as the load profiles under which the measure operates. There are several methods that can be used to determine the baseline for a given project. Please refer to the Custom Project Baseline Matrix on the next page.

Supporting documentation for each energy efficiency measure submitted with a custom application includes:

Project Overview: Provide a brief overview of the proposed project. Include a basic description of the facility and its function, location of affected measure, and typical facility operation hours.

Existing System or Base Case Description: For retrofit projects, describe the existing system or measure that will be modified under this application and describe how the current system is operating. For new construction or end-of-life replacement projects, applications should provide information for the base-efficiency system or measure. This should include:

- Detailed description of the affected measure including system capacity, age, load profiles, production rate and hours of operation
- Number of existing units
- Manufacturer data sheets with measure performance ratings (BTUH capacity, efficiency rating, etc.). Provide nameplate data if manufacturer data sheets are unavailable.
- Part-load performance data (where applicable)
- Description of controls and sequence of operations

Proposed System Description: Describe the measures that are proposed in detail. Include:

- Detailed description of high-efficiency system or measure and operating conditions
- Manufacturer data sheets for the materials or performance ratings for measure being installed (BTUH capacity, efficiency rating, etc.)
- Description of controls and sequence of operations
- One-line diagrams (where applicable)

Cost Estimates: For retrofit projects, provide a detailed cost breakdown associated with the project, including written proposals from vendors and contractors, or itemized estimates of components from up-to-date estimating manuals. For new construction or end-of-life replacement projects, include cost data for base and high-efficiency systems or measure.

You are required to include the estimated costs when filling out the application:

ESTIMATED COSTS				
	ESTIMATED MATERIAL COST	ESTIMATED LABOR COST	ESTIMATED MEASURE COST	ESTIMATED TOTAL COST
Baseline Costs				
Proposed Costs				

Energy Impacts: Include a measure-by-measure summary of the calculated energy and demand savings associated with the project. Clearly indicate all assumptions and variables used in the analysis. This includes all engineering formulas and documentation of all the factors, values and assumptions used in the formulas (Microsoft Excel® spreadsheet preferred).

MEASURES AND INCENTIVES (continued).

In cases where energy modeling is used to determine savings, approved modeling software must be used. Please submit a complete energy model including input and output data and show calculations used to determine baseline and proposed estimated gas usage.

You are required to include the estimated energy consumption when filling out the application:

ESTIMATED ENERGY CONSUMPTION
ANNUALIZED THERM USAGE
Baseline (Therms)
Proposed (Therms)
Reduction (Therms)

VIRGINIA C&I CUSTOM MATRIX FOR BASELINE DETERMINATION			
	RETROFIT	END OF USEFUL LIFE OR NEW MEASURE	NEW CONSTRUCTION OR MAJOR RENOVATION
STATUS OF EXISTING MEASURE?	Existing measures have useful life remaining; replacement is not essential for the operation of the facility or process.	Existing measure is at the end of its useful life.	None or measure has been removed.
MOTIVATION TO GO TO HIGH-EFFICIENCY MEASURE?	The high-efficiency measure will produce energy savings that exceed the inherent residual value of the existing measure.	A time-dependent situation: Upgrade must be installed; incentives motivate customer to go beyond the “minimum requirements” of code.	A time-dependent situation: Upgrade must be installed; incentives motivate customer to go beyond the “minimum requirements” of code.
WHAT IF AN EFFICIENT MEASURE IS NOT INSTALLED?	The building could continue to function as it is, yet a lost opportunity exists for reducing operation costs.	Lost opportunity for reducing operation costs.	Lost opportunity for reducing operation costs.
WHAT ARE THE KEY REFERENCES FOR THE BASELINE?	The performance of the existing equipment as currently operated (vs. the performance of the same style of equipment, but with a high-efficiency designation).	The performance of the minimal equipment required by code (vs. high-efficiency versions of that equipment).	The performance of the minimal equipment required by code (vs. high-efficiency versions of that equipment). <i>Note: The type or age of equipment removed from the building is NOT a consideration.</i>
INCENTIVE LEVELS FOR COST-EFFECTIVE MEASURES? <i>Note: Actual incentive percentages and amounts may vary from project to project. Maximum of \$100,000 per project.</i>	Up to \$3.00/therm, capped at 50% of the total costs for the more efficient measure.	Up to \$3.00/therm, capped at 100% of the incremental costs for the more efficient measure.	Up to \$3.00/therm, capped at 100% of the incremental costs for the more efficient measure.

TREND DATA.

For projects with incentives greater than \$1,000, trend data must be captured and submitted to the program once the energy conservation measure is installed and operational. If the trend data costs are greater than 10% of the total incentive, the customer has the option to forgo this requirement and receive 75% of the total approved incentive.

QUESTIONS.

Call us at 1-833-286-0860 or email WashGasBusiness@icf.com.