



2017 Program FAQs

Reservation Applications are now being accepted for the 2017 Program Year. All measures must be installed within 90 days of the Reservation Letter or by Nov. 30, 2017, whichever comes first.

Final Applications must be received by Nov. 30, 2017. Incomplete Applications submitted on that date face cancellation. Applications submitted after that date will be cancelled.

What is the contact information for the Program?

Email: saveenergy@dteenergy.com
Phone: 866.796.0512 (press Option 3)
Web: dteenergy.com/savenow
Fax: 313.664.1950

Mail: DTE Energy Efficiency Program for Business
P.O. Box 11289
Detroit, MI 48211

Who can participate in the Energy Efficiency Program for Business?

Any DTE Energy commercial or industrial customer can participate that is on a non-residential rate which contributes to the energy optimization surcharge and has not elected to self-direct (see below). There is a residential exception for agricultural customers (see below). Specific details on eligibility can be found in the Terms and Conditions listed on the Application. We have separate programs for residential and multi-family customers. For more information on these incentives, visit dteenergy.com/savenow.

How is a customer defined for the purpose of determining the incentive caps?

A customer is typically defined by a unique Taxpayer ID. Please contact your DTE Energy Account Manager or the Program office at 866.796.0512 (press Option 3) for additional clarification.

Can I participate if I am a self-direct customer of DTE Energy?

No, self-direct customers are not eligible to participate in the DTE Energy Efficiency Program for Business, because they are not paying the full energy optimization surcharge.

Can I participate if I am an agriculture customer on a residential meter?

Yes: Certain agriculture incentives are available to commercial rate and residential rate customers whose primary source of income is from agricultural operations and activities. Other conditions apply. See the Program Application – or the special stand-alone Agriculture Application for more details.

Who can submit applications?

A customer or a contractor, working on a customer's behalf, can submit both the Reservation and Final Application. However, the Final Application must be signed by the DTE Energy Account Holder (a representative of the business served by DTE Energy) — who purchased the qualifying energy efficiency measures.

Why do I need to provide my Taxpayer ID Number and Tax Status?

The incentives paid through this Program will not appear as a credit on your monthly billing statement and may be considered taxable income. Paid incentives are reported to the IRS on form 1099. DTE Energy is not responsible for any taxes that may be imposed on a business as a result of receipt of an incentive.

How does the energy surcharge work and how does it affect my eligibility?

Michigan Public Act 295 (2008) requires investor-owned utilities, municipalities and rural electric cooperatives to institute energy optimization programs, which are funded through an "Energy Optimization Surcharge" (on distribution) assessed on all ratepayers' energy bills. Customers that have opted to receive their energy (electric and/or natural gas) supply from a source other than DTE Energy, but receive a bill from DTE Energy that reflects the surcharge are eligible for the Program. The exception to this eligibility is when customers receive their natural gas supply from certain other suppliers; they are ineligible to participate in this Program. Contact our Program to see if you are eligible.

How do I apply for the cash incentives offered in the Program?

A Program Application must be completed and submitted to receive an incentive in this Program. The Application can be found on the [DTE website](http://dteenergy.com/savenow).



When can I submit Program Applications?

Reservation Applications may be submitted after the launch of the 2017 Program, on or about, Oct. 1, 2016. Final Applications cannot be submitted before Jan. 1, 2017, and must be submitted within 60 days of project completion or by Nov. 30, 2017, whichever comes first. Please note that some projects require a Reservation Application to reserve funding. A Final Application must be submitted with all required documents, including specifications and invoices, and the Final Agreement must be signed by the account holder. Incomplete Final Applications submitted on Nov. 30, 2017, may be cancelled. Final Applications submitted after Nov. 30, 2017, will be cancelled. Other requirements may apply for certain offers.

Do I have to submit a Reservation Application?

A Reservation Application is required for all Custom projects, certain Prescriptive measures and the LEED Design Review incentive (see below). Refer to the Program Catalog for requirements. A Reservation Application is **strongly encouraged** for prescriptive projects and New Construction/Major Renovation projects. A Reservation Application reserves funds for a specific project provided that:

- Work commences on the proposed measures within 30 days of project approval.
- Measures are installed within 90 days of project approval or Nov. 30, 2017, whichever comes first.

Prior to starting your work, please review the Catalog measure specifications and Application to make sure the measures you are planning to install are covered under the Program. Reservation Applications are not a guarantee that incentives will be provided. Actual incentives are based on Final Applications and supporting documentation.

What is the advantage of submitting a Reservation Application?

The Reservation Application step allows us to reserve Program funds for your project for up to 90 days. Reservation Applications are strongly encouraged for all projects. It is **required** for certain prescriptive measures, all custom incentive projects and the LEED Design Review Assistance incentive. Applicants are encouraged to read the Catalog and Application carefully to determine if a Reservation Application is required. We cannot guarantee funding for projects that skip the reservation process. Reserved funds are not transferable to other projects and/or customers.

What if I submit a Reservation Application and my final project is changed?

Once your Reservation Application has been reviewed and a Reservation Letter is issued to you, funds will be reserved for 90 days. Submit your Final Application within 60 days of project completion or by Nov. 30, 2017, whichever comes first, after making changes to reflect the actual work completed. The Program Team will review it to determine the appropriate incentive amount. If your final incentive amount is greater than the reserved amount, the Team will determine if there are funds available to pay the additional incentive. There is no guarantee that funds will be available for incentives above the reserved amount. A reservation does not guarantee payment.

What if my Reservation Application involves lighting that may or may not be DLC-listed?

Customers who install Design Light Consortium (DLC)-listed products are eligible to receive higher incentives than non-DLC products. In order to receive the higher incentive, you must: 1) submit a Reservation Application, 2) list the DLC product ID in the Application and 3) attach DLC specification sheets to your Application. Should a non-DLC fixture become listed at the time of Final Application submission, the DLC incentive will be paid (unless the Program has gone into 100% Fully Allocated status). Should a DLC-listed fixture become unlisted at the time of Final Application submission – and the installation followed the Reservation Application requirements – the DLC incentive will be paid.

Is a Reservation Application a guarantee of payment of incentives at the reserved amount?

No, a reservation is not a guarantee that you are entitled to a specific amount. The actual payment will be based upon our review of your Final Application and supporting documentation, and may be subject to a site inspection. Many terms and conditions can only be validated based upon the Final Application, such as the model number of equipment installed and the project cost.

Can I receive an extension on my fund reservation beyond the 90-day reservation period?

Extensions are granted on a case-by-case basis. No extension will be granted beyond Nov. 30, 2017. If your delivery of ordered equipment exceeds the reservation period, we **may** provide an extension. Please contact the Program office at 866.796.0512 (press option 3) for specific questions regarding funding reservations.

What types of incentives are available?

The Program provides Prescriptive, Custom and New Construction/Major Renovation incentives.

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Prescriptive incentives are available for a set of defined energy-saving equipment and generally are based on a per-unit basis (see the Catalog and Application for specifications). The prescriptive Program is designed to simplify the application process for the most common energy-saving measures.

Custom incentives are based on the amount of estimated annual energy savings and apply to all energy-efficiency improvement measures that are not eligible for a prescriptive incentive.


If you have questions about how to calculate the energy savings associated with a custom incentive, please contact your DTE Energy Account Manager or call the Program office at 866.796.0512 (press Option 3).

Is there a program for new construction as well as existing building renovations?

Yes, the **New Construction and Major Renovation Program** provides design assistance and incentives for installing energy-efficient equipment and controls that make new buildings more efficient. These improvements and enhancements are above standard construction practices. Incentives also are available for major renovation projects for existing buildings.

For 2017, New Construction/Major Renovation program incentives can be found in the unified main Program Application. New Construction/Major Renovation projects must involve facility improvements that result in measurable or verifiable electrical savings (kWh) and/or natural gas energy savings (Mcf) exceeding the requirements set forth in ASHRAE Standard 90.1-2007, LEED or local building codes, whichever is more stringent. The following incentives are offered under the New Construction/Major Renovation Program:

LEED (Leadership in Energy and Environmental Design) **Whole Building Approach:** Incentives are available for New Construction projects that receive LEED certification, and will be paid upon receiving LEED Certification at the saving values validated by LEED. The incentives directly correspond to the LEED NC v2009 and LEED BD+C v4 ratings systems. Incentives are paid based on the energy savings reported in the energy model and verified by LEED (first year only). For more on this approach, see the New Construction/Major Renovation worksheet in the Application.

Systems Approach: An alternative to the LEED Whole Building Approach is the Systems Approach, which is simpler, does not require LEED certification and encourages designers to optimize the energy efficiency of the individual systems within a building. This approach is most appropriate for less complex projects; those whose systems are designed at different times, and for projects in which consideration for energy efficiency occurs later in the design phase. Simple calculation tools are provided to quickly estimate typical energy savings associated with recommended measures in a typical building and to calculate corresponding incentives. Eligible measures can be found in the Program Application, identified by this icon: 

LEED Design Review Assistance: To encourage LEED design/certification of energy-efficient buildings, a \$1,500 incentive for LEED Design Review Assistance is available, regardless of the customer's use of DTE Energy-provided fuel source(s) in the project. A Reservation Application is required prior to receiving LEED Final Design Review Decisions in order to apply for this Design Review Assistance Incentive. The Reservation Application should be submitted after your project is registered with the Green Building Certification Institute (GBCI). LEED Design Review Assistance incentives will be reserved for 90 days or until Nov. 30, 2017, whichever comes first.

I have installed energy efficiency measures that are not listed. Are they still eligible for an incentive?

Energy-efficiency measures that are not on the prescriptive list may be eligible for a custom incentive, if a Reservation Application was submitted prior to installation. If the measures were installed without a Reservation Application, the Program cannot pay an incentive. Various requirements and restrictions apply. Please refer to the Application, your DTE Energy Account Manager or call the Program office at 866.796.0512 (press option 3) for assistance.

How do I determine what energy saving measures are right for my facility?

You can start by contacting the list of Designated Trade Allies (see below): trained contractors who are familiar with the Program. The directory of Designated Trade Allies is available on the [DTE website](#) and searchable by location and type of work performed. These Designated Trade Allies sell and install energy efficiency equipment, which can make them a useful source for Program information.

If my project involves a prescriptive measure, can I choose to apply for a custom incentive?

No, the applicant does not have a choice regarding the type of incentive. Measures that qualify for prescriptive incentives are not eligible for a custom incentive. However, the Program Team may decide to apply the custom incentive to an entire project when the interaction of the installed prescriptive and custom measures makes it difficult to determine the savings for just the custom measures.

Will incentives be paid up front?

No, incentives will be paid only after the project has been completed and the Final Application has been approved.



Can I get an incentive to change from an electric technology to a natural gas technology or vice versa?

No. Fuel-switching measures are not eligible for an incentive.

Can I receive an incentive for installing on-site generation or a renewable energy system?

On-site generation and renewable energy projects, such as solar water heaters or photovoltaic installations, do not qualify for an incentive under this Program. DTE Energy's [Green Currents](#) program can provide you more information on incentives available for renewables.

Is my community included in the DTE Energy service territory?

DTE Energy serves customers throughout Michigan. If you have questions about DTE Energy's [service area](#), please reference the service territory maps at dteenergy.com. Your utility bill is the best way to determine if your facility is served by DTE Energy.

Do I qualify for incentives if I get my electricity from DTE Energy, but my gas from another utility?

The **Energy Efficiency Program for Business** will pay incentives for measures relevant to the commodity provided by DTE Energy (electric or natural gas). Other utilities in Michigan offer similar programs, so check with them for more information. If a prescriptive measure saves both gas and electricity, such as a programmable thermostat, you cannot apply for an incentive for the same prescriptive measure from both utilities. You may however, apply to two different utilities based on the savings for the commodity they serve.

What documentation is required once my project has been completed?

Once your project is completed, you must submit the following documentation:

- Properly completed and signed Final Application
- A copy of the Account Holder's W9 (and the contractor's W9, if a third-party payment plan is involved)
- Copies of dated and itemized invoices for the purchase and installation of the measures
- Product/manufacture specification sheets

Use the Reference Codes provided for each measure in the Application to clearly identify specification sheets and invoices. Project invoices should provide sufficient detail to separate the project cost from the cost of other services, such as repairs and building code compliance, as well as show the location where the measures were installed. DTE Energy reserves the right to request additional supporting documentation as deemed necessary to ensure measure eligibility and verify the expected energy savings will occur. Requested information could include: equipment purchase dates, description of the pre-existing equipment, installation dates, proof that the equipment is operational, manufacturer specifications, warranty information and proof of customer co-payment. Applicants are encouraged to call the Program office if they have any questions about documentation requirements. All customer information will be held in confidence.

How will I know the status of my Application?

An email notification will be sent after we receive and process your Reservation (if submitted) or Final Application. A Reservation Letter will be sent once your Reservation Application is successfully reviewed and funds are reserved. Contact the Program office at 866.796.0512 (press Option 3) for information on your application status. Please call the Program office if your project plans change after submitting your Reservation Application.

What is the Application processing timeframe?

The review of a Reservation Application generally takes two to four weeks in order to assess the pre-existing equipment and reserve the appropriate funding. The review of the Final Application takes approximately four to six weeks. These general review times assume that a fully completed, accurate Application is submitted with the required documentation. Inaccurate applications or insufficient documentation can increase the review time. Incentive checks are generally paid within four weeks after approval of the Final Application.

Is there a list of available contractors?

The Program does not recommend, qualify or otherwise approve contractors for participation. However, we do offer training to contractors and publish a searchable directory of these **Designated Trade Allies** on the [DTE website](#). **Designated Trade Allies** are specially trained in how to effectively use our Program on behalf of their customers, and how to accurately complete and submit our Application. If you are a contractor interested in becoming a **Designated Trade Ally**, call the Program office at 866.796.0512 (press Option 3).



Am I required to use a contractor or Designated Trade Ally for improvements at my facility?

No. Many customers choose to install the measures with contractors or in-house staff. If you install the measures yourself (or with in-house staff), you should list yourself as the contractor on the Application. Please note that for self-installed equipment, internal labor costs are not considered when determining the project costs for custom projects.

Do I need to select a vendor or contractor before submitting a Reservation Application?

No, but because of the 90-day reservation window, we strongly recommend that you have a contractor/vendor selected before you submit your Reservation Application. We will not accept multiple Reservation Applications from more than one contractor for the same project.

Can I have the incentive check sent directly to my contractor?

Yes, the customer can have the incentive sent directly to the contractor or other third party by filling out and signing the Third-Party Payment section of the Final Application. If you use more than one contractor, you can split the payment by using our multiple payment form.

Is there a maximum amount of incentive money I can receive?

Yes, the incentive amount paid for custom projects cannot exceed 50% of the total project cost for purchasing and installing the energy-efficiency measures. The incentive amount for LEED Whole Building New Construction/Major Renovations projects can be up to 100% of total project costs. Program caps apply for prescriptive, custom and New Construction/Major Renovation projects:

- **Electricity customers** of DTE Energy may receive up to \$1,000,000 per Program year across all facilities.
- **Natural Gas customers** of DTE Energy may receive up to \$300,000 per Program year across all facilities.

Once I receive my incentive do I have any further Program obligations?

DTE Energy reserves the right to perform measurement and verification activities for a period of five years after any measures were installed.

Will my data be kept confidential?

All customer information provided to the Program will be held in confidence.