



CUSTOM BUSINESS SOLUTIONS TECHNICAL SHEET

Washington Gas Maryland Energy Savings Program

GENERAL INFORMATION

Program Offer

Washington Gas offers incentives to help commercial, industrial, government, institutional and non-profit customers offset the upfront costs for energy-efficient improvements. The Custom Technical Sheet covers eligibility requirements and incentives for energy-efficient equipment not covered under new construction or existing business prescriptive incentives. Custom projects may involve retrofits of existing equipment, new construction, major renovation and remodeling, new equipment purchases and end-of-life equipment replacements.

All projects require pre-approval. Pre-approval is required before purchasing equipment or beginning work. No amount of existing equipment being replaced may be removed or altered, and no amount of proposed equipment applied for may be purchased and/or installed prior to the issuance of a program pre-approval letter.

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

Eligible Participants

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

- Are non-residential, commercial, industrial, government, institutional or non-profit Washington Gas customers within the Maryland service territory

Eligible Equipment

All equipment must be new and meet all designated requirements. Used equipment or equipment not meeting program and/or technical requirements is not eligible for incentives. For retrofit and replacement projects, existing equipment must be removed and may not be reinstalled within the Washington Gas service territory or anywhere in the State of Maryland.

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 pre-approval.

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](#). Review the [Application Center Instructions](#) for submitting online applications. The following information and supporting documentation is required:
 - Washington Gas account number (enter 000000000 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 for all proposed measures
 - Detailed cost breakdown or itemized estimates
3. Provide additional documentation if requested by the program. A pre-installation site inspection may be required as part of the pre-approval process.
4. Upon receipt of program pre-approval, the customer may begin project installation. The pre-approval offer is valid for 12 months.
5. Submit written notification to Washington Gas immediately if there are any changes to the scope of work, as this may require additional pre-approval.
6. Once the installation of all proposed equipment is complete and the Washington Gas customer is satisfied with the equipment and installation, the applicant must enter information and upload all required final project documentation to the online Application Center, including:
 - Installation date
 - Equipment serial numbers, as applicable

INSTRUCTIONS (continued)

How to Apply

- Customer-signed pre-approval letter
- 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.
- Signed Minimum Requirements Document (MRD), if applicable
- Photos of the equipment, including the model number and serial number (optional)

7. A post-installation inspection may be required to verify compliance with program rules, accuracy of project documentation and equipment operation.

8. The program distributes the incentive check to the payee following final approval processing. The incentive check should be received within 6-8 weeks.

MEASURES AND INCENTIVES

The Custom application must be used for all energy efficiency measures that are not covered by the Existing Business and New Business Construction applications. Custom applications require supporting documentation on equipment 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 equipment and the proposed energy efficiency equipment as well as the load profiles under which the equipment 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 below.

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 equipment, and typical facility operation hours.

Existing System or Base Case Description: For retrofit projects, describe the existing system or equipment that will be modified under this application and state 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 equipment. This should include:

- Detailed description of the affected equipment including system capacity, age, load profiles, production rate and hours of operation.
- Number of existing units.
- Manufacturer data sheets with equipment 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 equipment and operating conditions.
- Manufacturer data sheets for the materials or performance ratings for equipment 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 equipment.

Required to include the estimated costs when filling out the application:

Estimated Costs				
	Estimated Material Cost	Estimated Labor Cost	Estimated Equipment 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.

Required to include the estimated energy consumption when filling out the application:

Estimated Energy Consumption	
Annualized Thermal Usage	
Baseline (Therms)	
Proposed (Therms)	
Reduction (Therms)	

Custom Matrix for Baseline Determination

	Retrofit	End of Useful Life or New Equipment	New Construction or Major Renovation
Status of existing equipment?	Existing equipment has useful life remaining; replacement of equipment is not necessary for the continued operation of the facility or process.	Existing equipment is at the end of its useful life.	Equipment has been removed.
Motivation to go to high-efficiency equipment?	More efficient equipment will produce energy savings that exceed the inherent residual value of the existing equipment.	A time-dependent situation: They must install something; the incentives motivate them to go beyond the "minimum requirements" of code.	A time-dependent situation: They must install something; the incentives motivate them to go beyond the "minimum requirements" of code.
What if more efficient equipment is not installed?	Building can continue to function as is.	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.</i>	Up to \$3.70/therm, capped at 50% of the total costs for the more efficient equipment.	Up to \$3.70/therm, capped at 75% of the incremental costs for the more efficient equipment	Up to \$3.70/therm, capped at 75% of the incremental costs for the more efficient equipment
Lower threshold for payback?	No	No	No

TREND DATA

For projects with incentives greater than \$5,000, 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 forego this requirement and receive 75% of the total approved incentive.

Questions? Contact Us: 1-833-286-0860 or WashGasBusiness@icf.com



EmPOWER Maryland programs are funded by a charge on your energy bill. EmPOWER programs can help you reduce your energy consumption and save you money. Click [here](#) to learn more about EmPOWER Maryland.