EFFICIENCY MAINE

COMMERCIAL & INDUSTRIAL PRESCRIPTIVE INITIATIVES

FUNDING OPPORTUNITY NOTICE (FON)

Municipal Retrofits for Past Participants
CIPI FON-015-2024

Opening: January 9, 2024

Application Deadline: May 31, 2024
Project Completion Deadline: November 30, 2024

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APPLICATION DOCUMENTS:

1) **Attachment A: FON HVAC Project Application and Commitment Form**
2) **Qualified Partner Material Price Quote**

APPENDIX A: Sample Documents

- **Scope of Work Sample**
- **Project Acceptance Form Sample**

SECTION 1: OVERVIEW AND INSTRUCTIONS

1.1 Purpose

Through this Funding Opportunity Notice (FON or "opportunity") Efficiency Maine is seeking applications for energy efficiency electrification projects involving whole-building heating, ventilation, and air conditioning (HVAC) in Maine municipalities that have participated in one of the past municipal FONs offered by Efficiency Maine. This opportunity is intended to help municipalities that previously installed heat pumps through a prior FON. Eligible projects are those projects that will complete the transition away from fossil fuel systems in alignment with complete heating system electrification. This initiative offers higher incentives than typically provided under the CIPI, with the intent to accelerate the conversion to whole building high-efficiency air-source heat pump HVAC equipment in Maine municipal buildings.

1.2 Funding Description

This FON provides enhanced incentives for qualifying projects to install whole-building HVAC systems in municipal buildings. See the charts below for incentive information on the qualifying equipment and see section 2.7 for a description of the criteria that will be used to determine which equipment (or "measures") qualifies for these incentives.

Single- or Multi-Zone Heat Pumps			
Zone	**Min. HSPF**	**Min. HSPF2**	**FON Incentive**
1	12.5	9.5 ductless/8.1 ducted	$1,800/unit
2	10.0	8.5	$2,200/unit
3			$2,600/unit
Heat pump retrofit projects must be sized and configured, informed by the current heating system capacity or a Manual J calculation. The heat pump must be configured as the primary heating system. Buildings that heat with natural gas are not eligible. **Incentives are capped at 85% of invoiced project cost.**			

Heat Pump Rooftop Units (Ventilation)			
Heating Section of Existing System (MBh)	**Required Heat Pump RTU* Heating Capacity (MBh)**	**Minimum Required Efficiency Criteria (Heating)**	**Incentive per Unit**
60-80	24	8.5 HSPF or 7.2 HSPF2	$5,000
81-120	36		$8,000
121-160	48	2.0 COP	$10,000
161-200	60		$15,000
201-300	90		$20,000
301-400	120		$25,000
401-450	132		$25,000
Heat Pump Rooftop Units must be sized and configured to serve the whole building, or whole zone. *Heating Capacity at 17°F. RTU must be all electric including supplemental heat. **Incentives are capped at 85% of invoiced project cost.**			

Variable Refrigerant Flow (VRF) Systems				
Measure Code	**Measure**	**Cooling Capacity Btu per Hour**	**Criteria (SEER, IEER or HSPF)**	**Incentive**
VRF	**Single-Phase** VRF Air-Cooled Heat Pump	< 65,000	≥ 10 HSPF or 9 HSPF2	$12.00/sq.ft.
	VRF Air-Cooled Heat Pump without Heat Recovery	≥ 65,000 and < 135,000	≥ 2.3 COP	$15.00/sq.ft.
		≥ 135,000 and < 240,000	≥ 2.1 COP	
		≥ 240,000	≥ 2.1 COP	
	VRF Air-Cooled Heat Pump with Heat Recovery	≥ 65,000 and < 135,000	≥ 2.3 COP	$18.00/sq.ft.
		≥ 135,000 and < 240,000	≥ 2.1 COP	
		≥ 240,000	≥ 2.1 COP	
VRF system must be configured as the primary heating system and will meet the required building heating load. **Incentives are capped at 90% of invoiced project costs.**				

1.3 FON Schedule

Efficiency Maine will accept applications for this Municipal Retrofits FON from December 20, 2023, through May 31, 2024, ***or until funding has been exhausted***. The CIP initiative team will review the applications and issue incentive offers in the form of a pre-approval offer email to applicants who meet the criteria within this FON, and as funding allows.

FON Schedule	
FON Issue Date:	January 9, 2024
Rolling Application Period:	January 9, 2024, to May 31, 2024*
Project Completion Deadline:	**November 30, 2024**

*Or until funding has been exhausted

1.4 FON Informational Webinars

Efficiency Maine will conduct four webinar presentations to inform interested parties on the specifics of this FON. It is not mandatory but recommended that the applicant attend. The webinar schedule appears below and to participate in a webinar presentation, register using the link attached to your desired date and time.

- Tuesday January 9, 2024, at 8:00 AM - TO REGISTER, CLICK HERE
- Thursday January 11, 2024, 12:00 PM - TO REGISTER, CLICK HERE
- Wednesday January 17, 2024 at 1:00 PM - TO REGISTER, CLICK HERE

1.5 Project Development

Efficiency Maine offers a virtual building consultation service if you're not sure what energy efficiency solutions may exist in your building. If you wish to take advantage of this no-cost, no obligation service, click here and we will contact you to set up a time to discussion solutions best suit for your building.

1.6 Design Guidance for Air-Source Heat Pump (ASHP) Systems

Efficiency Maine requires all new ASHP systems to meet the whole-building heat load requirements. The following guidance is provided to assist in properly designing ASHP systems to ensure building occupants are comfortable through Maine's heating season. HVAC retrofit projects can also replace a whole heating zone.

Step One: Calculate the Manual J heating requirement for each building/zone OR determine the current heating system heating capacity. The whole building must be part of this calculation.

Step Two: Use the output of the Manual J or the current heating system heating capacity to design the new heat pump system:

- Single zone without Manual J: Must be a 1:1 zonal replacement designed at a heating capacity that matches 60% to 100% of the current heating system capacity.
- Single zone with Manual J: Use Manual J output to design a system at a heating capacity for single zones with 80% to 120% of Manual J design load.
- Multizone: Use Manual J output to design a system at a heating capacity for single zones with 80% to 120% of Manual J design load.
- For all configurations, data from the manufacturer's specification sheet will be used when comparing the proposed design load to the existing heating capacity or Manual J output. Manufacturer's specification sheets must show the heating capacity of the proposed system at 5 degrees F or at design temperature.

Step Three: Once you've determined an ASHP design that matches rated capacity to the capacity percent ranges, select ASHP equipment that meets the efficiency criteria as described in Section 2.6.

1.7 Municipal Financing

The Municipal Lease from Efficiency Maine Green Bank is designed to help municipalities and schools afford the remaining project cost after an Efficiency Maine rebate. Participants can finance these co-pays through a non-debt finance vehicle known as a "municipal lease." The Efficiency Maine Green Bank pairs Efficiency Maine program participants with private, Maine-based lenders that provide this type of financing.

A municipal lease is an effective alternative to traditional debt financing (bonds, loans, etc.) because it allows a public organization to pay for energy upgrades by using money that is already set aside in its

annual utility budget. Essentially, the lessee uses utility bill savings to pay for the financing costs. For more information on municipal leases, please click here.

SECTION 2: PROJECT ELIGIBILITY

2.1 Eligible Municipalities

2.1.1 Eligible municipalities will be limited to those that participated in Efficiency Maine's Small Municipality Retrofits FON-004-2021 or Small Municipality Retrofits FON-010-2023. Eligible projects are limited to buildings that have received an incentive for a heat pump project through one of the past FON opportunities. Eligible projects add heating capacity to complete a whole-building heat pump HVAC system.

2.1.2 Eligible building types include:

- A building that has installed heat pumps through a prior municipal FON. These may include a community center, fire station, police station, public safety building, town hall, town library, etc.

2.1.3 Ineligible building types include:

- Buildings that are not currently heated by a heat pump or have not received a heat pump incentive through a prior municipal FON.

2.1.4 Projects with previous preapproval that have not begun installation and would like to reapply with an expanded project scope under this FON must comply with all requirements of this FON and final determination of eligibility to reapply lies with Efficiency Maine.

2.2 Eligible High-Performance Heat Pump Mini-Split Projects

An eligible heat pump retrofit project is limited to the heat pump solutions listed in section 2.5 for high-efficiency heat pumps. Heat pumps must meet the specified energy efficiency criteria, which an Efficiency Maine Qualified Partner (QP) can determine. Efficiency Maine will confirm eligibility during a review of an application. The heat pumps must be installed and configured as the primary heating system and the existing system may be configured for supplemental heating, if necessary. Projects must be completed by a QP. A Qualified Partner can be found by using the locator at https://www.efficiencymaine.com/at-work/qualified-partners/. To use the locator simply enter your ZIP code and desired radius before selecting "Heat Pumps and Cooling Solutions" in the "Services" menu.

2.3 Eligible Variable Refrigerant Flow (VRF) System Projects

An eligible VRF system retrofit project is limited to one of the systems listed in section 2.5. VRF projects must meet the specified energy efficiency criteria, which a QP can determine. Efficiency Maine will confirm eligibility during a review of an application. **The installed VRF system must be installed and configured as the primary heating system for the whole building.** Project incentives for this category will cover a portion of the project cost. Projects must be completed by a QP. A Qualified Partner can be

found by using the locator at https://www.efficiencymaine.com/at-work/qualified-partners/. To use the locator simply enter your ZIP code and desired radius before selecting "Heat Pumps and Cooling Solutions" in the "Services" menu.

2.4 Eligible Heat Pump Rooftop Units (RTUs)

An eligible RTU system retrofit project is limited to one of the systems listed in section 2.5. Replacing existing rooftop units (RTUs) with heat pump systems can significantly lower energy consumption while providing building ventilation, heating, air conditioning, and dehumidification**.** Project incentives for this category will cover a portion of the equipment cost. The replacement RTU must be all electric including the RTUs back-up heat. In addition, projects must be completed by a QP. A Qualified Partner can be found by using the locator at https://www.efficiencymaine.com/at-work/qualified-partners/. To use the locator simply enter your ZIP code and desired radius before selecting "Heat Pumps and Cooling Solutions" in the "Services" menu.

2.5 Eligible Solutions

Single or Multi-Zone Heat Pumps			
Zone(s)	**Minimum HSPF/HSPF2**	**Description**	**Example Image**
1 to 3 Indoor Units	**12.5/9.5 ductless and 8.1 ducted for single-zone** **10.0/8.5 for multi-zone**	**High-Performance Mini-Split Heat Pump System** ● Incentives are capped at 85% of invoiced project cost. ● System must serve as the primary heating and cooling system. ● Heat pump retrofits must be sized and configured as a whole building system or be used in conjunction with a VRF system. ● Heat pumps used as single space heating systems are not eligible for incentives.	A mini-split heat pump outdoor unit. 
Heat pump retrofit projects must be configured as the primary heating and cooling system, informed by the current heating system capacity or a Manual J calculation. Buildings that heat with natural gas are not eligible. **Incentives are capped at 85% of invoiced project cost.**			

Heat Pump Rooftop Units (Ventilation)				
Heating Section of Existing System (MBh)	**Required Heat Pump RTU* Heating Capacity (MBh)**	**Minimum HSPF/Heating COP at 17ºF**	**Minimum Required Efficiency Criteria (Cooling)**	**Example Image**
60-80	24	8.5 HSPF/7.2 HSPF2	15 SEER	
81-120	36	8.5 HSPF/7.2 HSPF2	15 SEER	
121-160	48	2.0 COP	12 EER	
161-200	60	2.0 COP	12 EER	
201-300	90	2.0 COP	11 EER	
301-400	120	2.0 COP	11 EER	
401-450	132	2.0 COP	11 EER	
HSPF is Heating Seasonal Performance Factor, COP is the Coefficient of Performance. **Incentives are capped at 85% of invoiced project cost.**				

Variable Refrigerant Flow Systems				
Measure Code	**Measure**	**Heating Capacity Btu per Hour**	**Criteria (SEER, IEER or HSPF)**	**Example Image**
VRF	**Single-Phase** VRF Air-Cooled Heat Pump with or <u>without</u> Heat Recovery	< 65,000	≥ 10 HSPF or 9 HSPF2	
	VRF Air-Cooled Heat Pump <u>without</u> Heat Recovery	≥ 65,000 and < 135,000	≥ 2.3 COP	
		≥ 135,000 and < 240,000	≥ 2.1 COP	
		≥ 240,000	≥ 2.1 COP	
	VRF Air-Cooled Heat Pump <u>with</u> Heat Recovery	≥ 65,000 and < 135,000	≥ 2.3 COP	
		≥ 135,000 and < 240,000	≥ 2.1 COP	
		≥ 240,000	≥ 2.1 COP	
VRF system must be used as the primary heating system and provide heat to the whole building**. Incentives are capped at 90% of invoiced project cost.**				

SECTION 3: APPLICATION REQUIREMENTS

Each applicant must submit the documentation listed below to be considered for incentives under this opportunity. Note that this documentation must include a material price quote obtained by the applicant from a Qualified Partner. Material quotes must include the make and model of each product used in the energy efficiency solution, the quantity of each and represent the costs to the customer. If multiple municipal buildings within a municipality wish to participate in the FON, each building will be considered a separate project and therefore each building would require its own application and be subject to these requirements. The list of required documentation follows:

HVAC Projects:

- ❑ Attachment A: FON HVAC Project Application and Commitment Form
- ❑ Qualified Partner Material Price Quote to Customer

  Additional documents for HVAC project applications:
  - ❑ Installation design and proposed HVAC system layout
  - ❑ Building layout or floor plan documentation with square footage
  - ❑ Selection report (for ERV projects)
  - ❑ Piping diagram or selection report (for VRF application)

  **Efficiency Maine reserves the right to request additional information as needed prior to project approval.*

Applications that are incomplete will not be accepted by Efficiency Maine and will be returned to the applicant via email.

SECTION 4: SUBMITTAL INSTRUCTIONS

Project applications must include all materials (appropriate attachments) as requested in Section 3 and are to be emailed to CIP@efficiencymaine.com by the program applicant. The email subject line must include "CIPI FON-015-2024".

For questions throughout the process, applicants are encouraged to speak with a Qualified Partner (using the locator tool described in Section 2) or to contact the Program Team at (207) 213-6247 or CIP@efficiencymaine.com.

SECTION 5: PROJECT APPROVAL AND INCENTIVE OFFER PROCESS

The process to apply for a project incentive starts with obtaining pre-approval. This must be done prior to ordering, procuring, or installing any equipment or materials. By applying, the applicant is making a representation to Efficiency Maine that all information provided in connection with the application is complete and accurate at the time of submission. The intentional provision of any false or misleading information, or the intentional omission of material information, will result in the application being deemed ineligible. Efficiency Maine recognizes that, depending on the nature of a proposed project, third-party vendor, installer, or energy service companies (ESCOs) may assist in the preparation, submittal, and processing of an application on behalf of a customer. Notwithstanding the participation

of a third-party vendor, installer or ESCO, Efficiency Maine considers the customer to be the FONs Applicant and requires the customer to be a direct party to the application. Efficiency Maine requires direct communication with the customer as necessary for review and evaluation of an application. Because no project approval or incentive award is guaranteed, no third-party vendor, installer or ESCO should make any firm commitment of incentive award funds in advance of a final notice of award to the customer.

For applications received and accepted by the deadline listed in section 1.3, Efficiency Maine will review the data submitted to ensure accuracy. Efficiency Maine reserves the right to conduct pre-inspections at project sites and/or to request additional information during the review process. A representative from Efficiency Maine may schedule site inspection visits through the point of contact listed in the FON HVAC Project Application and Commitment Form (Attachment A), during the pre-approval period.

Once Efficiency Maine completes its review, it will make a formal incentive pre-approval offer through an "Approved Scope of Work" emailed to the applicant and the installer. The Approved Scope of Work and Terms and Conditions will be sent to the applicant and will indicate the approved scope of work and project financials including costs and estimated payback and the approved project incentive pending project completion. Incentives received by the applicant may be taxable by the federal, state, and local government. A W9 will be sent with the Approved Scope of Work to ensure correct tax information of the applicant. If the applicant wishes to accept this incentive offer, the applicant, and the installer (QP) must sign the Approved Scope of Work and Terms and Conditions and return them with the completed W9 for the applicant via email to the contact listed in Section 4.

Efficiency Maine will confirm receipt of an applicant's acceptance of the pre-approval incentive offer via email to the contacts listed on the HVAC Project Application and Commitment Form (Attachment A) and include the Customer Project Acceptance Form detailing the scope of work. Only at this point may the applicant proceed with material ordering/purchasing and installation in accordance with the Approved Scope of Work.

SECTION 6: PROJECT COMPLETION PROCESS

Upon completion of all work as outlined in the Approved Scope of Work (see section 1.3 for project completion deadline), the applicant and the installing contractor must sign and return the Customer Project Acceptance Form along with any material invoices to the email address listed in Section 4. Efficiency Maine will conduct a final project review and process the applicant's incentive(s). Once the final project review has been completed, payment will be processed to the customer. Efficiency Maine reserves the right to conduct a post-installation inspection during the final project review. A representative from Efficiency Maine will schedule site inspection visits through the point of contact listed in the FON HVAC Project Application and Commitment Form (Attachment A). Efficiency Maine will conclude all approved incentive payments by December 15, 2024.

APPENDIX A: Sample Documents

Included in Appendix A is a sample of an Approved Scope of Work with Terms and Conditions, and a Project Completion Form.

Project Acceptance Form (PAF) Sample:

COMMERCIAL & INDUSTRIAL PRESCRIPTIVE SOLUTIONS
MUNICIPAL ELECTRIFICATION RETROFITS
CIP FON-013-2024
Installation Completion & Applicant Acceptance Form

This Project Acceptance Form ("Form") when signed, signifies the project approved from the application submitted in response to CIP FON-013-2024 and part of the Commercial & Industrial Prescriptive Program has been completed. The Form is to be executed in connection with the installation of energy efficiency retrofit measures by the Participating Qualified Partner and the below listed Facility ("Parties"). This Form, together with the Scope of Work, constitute the full Agreement between the Parties.

By signing below, the Parties confirm the measures initialed in Section B of this Form (below) have been installed in the specified quantities and that associated equipment is operational. Additionally, by signing below, the Qualified Partner certifies that all applicable permits have been obtained and all hazardous and nonhazardous materials have been disposed of in accordance with federal, state and local regulations.

Both the Installing Contractor and the Applicant must sign, and return this document as outlined in FON CIP-013-2024 Section 4. The project incentive will not be paid until the signed/initialed Form is received by the date outlined in CIP FON-013-2024 Section 1.3.

CUSTOMER INFORMATION

Customer Name: Municipality A

Physical Installation Address:	City:	State:	Zip Code:
123 State St	Augusta	ME	04330

Contact Name/Title: Jane Smith

Email Address:	Telephone:
Jane.smith@gmail.com	207-222-3333

HEATING, COOLING & REFRIGERATION VALIDATION

By signing below, I confirm the energy efficiency measure(s) has been installed and:
(check boxes)

- O I confirm the equipment as listed in Section B has been installed
- O I have received system operation training
- O I have received equipment manuals

Customer Signature _____ Date _____

This equipment has been installed (listed below) in accordance with manufacturers specifications and is operating as designed.

Section B. List of Measures

Location	Measure Description	Quantity	Incentive per Unit	Total Incentive*
Town Manager Office	Single Zone Mini-Split Heat Pump	1	$1,800	$1,800.00
Lobby	Single Zone Mini-Split Heat Pump	2	$1,800	$3,600.00
Conference Room	Two-Zone Mini-Split Heat Pump	1	$2,200	$2,200.00
				$7,600.00

** Incentives may be capped at 90% of material cost. Subject to change based on final invoicing at project completion. If the installation is not complete by 10/31/24 as listed in the Funding Opportunity Notice, the incentives revert to the prescriptive amounts.*

Qualified Partner Signature _____ Date _____

Project Completion Form Sample:

COMMERCIAL & INDUSTRIAL PRESCRIPTIVE SOLUTIONS
Municipal ELECTRIFICATION RETROFITS
SCOPE OF WORK & TERMS AND CONDITIONS **Approved**
CIP FON-013-2024

Customer Name: **Municipality A**
Qualified Partner: **Company 1**
Facility Name: **Town Office**
Installation Address: **123 State St**
City: **Augusta** State: **ME** Zip: **04330**
Reference Number: **FON013-HPHP-Municipality A-1**

Terms and Conditions

This Approved Scope of Work Form is part of the Funding Opportunity Notice (FON) for the Efficiency Maine Commercial & Industrial Prescriptive Program. When executed by the Parties and submitted with CIP FON-013-2024 constitute agreement to the following Terms & Conditions:

1. APPLICANT ELIGIBILITY REPRESENTATIONS.
Applicant represents that the following statements are true:
a. Applicant is a non-residential customer of electric utilities in the State of Maine,
b. Applicant's primary business function is not to generate power to be sold into a power market,
c. Applicant has the authority to contract for retrofit work in the Facility in connection with the Measures listed,

2. AGREEMENT AS TO THE MEASURES. Applicant agrees to have an Installation Contractor perform retrofit work at the Facility in connection with the Measures identified on the attached Section C to this Scope of Work. In consideration of the Contractor's performance of such work, Applicant agrees to pay Installation Contractor for Measures installed at the Facility, based on the Estimated Costs listed on said Section C for the number of completed units for each Measure upon receipt of invoice; provided the Contractor may collect a deposit from Customer prior to performing such work, in which case the final invoice shall be net of such deposit.

3. AGREEMENT AS TO INCENTIVE AMOUNTS.
a. Subject to the other terms of this Scope of Work, Applicant's obligation to pay for the installation and Measures shall be reduced by an amount (the "Incentive") provided under the Efficiency Maine CIP FON-013-2024.
b. Notwithstanding 3(a) above, Efficiency Maine reserves the right to limit the amount of Incentives based on the total project cost or if the measures actually installed or performed differs from the approved application.

7. PUBLICITY OF APPLICANT PARTICIPATION
By accepting an Incentive, the Applicant understands that Efficiency Maine reserves the right to disclose certain information about the Applicant's participation in the Efficiency Maine Prescriptive Program, including, but not necessarily limited to, the Applicant's name and address, the Incentive amount, projected energy savings as well as other non- proprietary business information.

8. CUSTOMER MUST PAY ALL TAXES
Incentives received by the Applicant may be taxable by the federal, state, and local government. The Applicant is responsible for determining any tax obligations and declaring and paying all such taxes. Recipients of Incentive payments must provide their tax identification number to Efficiency Maine for payment processing. Incentive award payments in excess of $600 made to unincorporated entities will be reported on IRS Form 1099.

9. MISCELLANEOUS
a. This Scope of Work constitutes the full agreement among Applicant and Installation Contractor (collectively, the "Parties"), and supersedes any prior discussions, understandings, and agreements, whether oral or in writing.
b. Paragraph headings are for the convenience of the Parties only and are not to be construed as part of this Scope of Work.
c. If any provision of this Scope of Work is deemed invalid by any court or administrative body having jurisdiction, such ruling shall not invalidate any other provision, and the remaining provisions shall remain in full force and effect in accordance with their terms.
d. In the event of any dispute concerning this Scope of Work, or any other requirement of the Efficiency Maine Prescriptive Program, resolution will be governed in all respects by the laws, statutes, and regulations of the United States of America and of the State of Maine. Any legal proceeding against the State regarding this agreement shall be brought in State of Maine administrative or judicial forums. The Applicant consents to personal jurisdiction in the State of Maine.
e. Applicant and Installation Contractor expressly acknowledge that Efficiency Maine or a designated agent of, are each an intended third-party beneficiary of this Scope of Work with full power to enforce the terms of this Scope of Work.

By signing below, the Parties agree the Measures listed in Section C shall be installed by the Installation Contractor. The Applicant shall pay the Installing Contractor as described herein following Completion and Acceptance of Measures.

Participating Customer _____ Date _____

Installing Contractor _____ Date _____

Section B. List of Measures

Location	Measure Description	Quantity	Incentive per Unit	Total Incentive*
Town Manager Office	Single Zone Mini-Split Heat Pump	1	$1,800	$1,800.00
Lobby	Single Zone Mini-Split Heat Pump	2	$1,800	$3,600.00
Conference Room	Two-Zone Mini-Split Heat Pump	1	$2,200	$2,200.00
				$7,600.00

** Incentives may be capped at 90% of material cost. Subject to change based on final invoicing at project completion. If the installation is not complete by 10/31/24 as listed in the Funding Opportunity Notice, the incentives revert to the prescriptive amounts.*