



Office of Sustainability
UNIVERSITY OF WISCONSIN-MADISON

Focus on Energy Process for New Construction and Major Renovations

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Purpose:

The Division of Facilities Development (DFD) Sustainability Guidelines¹ (Guidelines) require all Tier 2 new construction and major renovation projects to “(r)egister and participate in the appropriate Focus on Energy program (or applicable utility ratepayer incentive program)” (Page 13).

This process documents the expectations, roles, and responsibilities for key project personnel in achieving this requirement. Major renovations may qualify for additional Focus on Energy programs, project managers may reach out to the Office of Sustainability² to discuss if additional engagement with Focus on Energy would be appropriate

More details on the Focus on Energy New Construction Process are available here:

- Video: <https://eda.focusonenergync.com/focusonenergy>
- Business New Construction website: <https://focusonenergy.com/business/new-construction>
- Business New Construction Flyer: <https://assets.focusonenergy.com/production/inline-files/2024/BNC-Offerings-Overview-1.pdf>

Note: This guideline assumes the Architect and Engineering contract contains the appropriate scope of services to meet this process.

¹ https://doa.wi.gov/DFDM_Documents/MasterSpecs/Sustainability/SustainabilityGuidelines.pdf

² Sadie Derouin (sadie.derouin@wisc.edu)

Process:

1. Prior to or at the start of schematic design, the Architect and Engineering contractor (AE) will complete and submit the Focus on Energy (Focus) New Construction Online Tool: <https://focusonenergync.com/>
 - a. In the online tool the AE should include their contact information both as the completer of the tool (see appendix: screen shot #1) and as the submitter of the application (see appendix: screen shot #2)
 - b. After completion of the online tool a representative from Focus will reach out to the identified AE contact to begin the process and may request additional project specifics detailed in the FAQ below
 - c. Frequently Asked Questions (FAQs)
 - i. Who should be identified as the "Building Owner"?
 1. For "Company Name": University of Wisconsin – Madison
 2. For "Billing Address" include the appropriate check address:
 - a. For DFD Managed Projects:
 - i. Wisconsin Department of Administration
101 East Wilson, 7th floor
Madison, WI 53703
Attn: Jessica Scharff, Project #####
 - b. For UW Managed Projects:
 - i. University of Wisconsin-Madison Facilities
Planning and Management
21 N. Park Street
Madison, WI 53715
Attn: Dawn Ness
 3. For the "Customer Contact" include the AE³. The customer contact will be responsible for coordinating meetings and communications with the Focus team.
 4. This does not impact where Focus funds are distributed, which is addressed below.
 - ii. Who coordinates and facilitates meetings?
 1. In all cases, the AE is responsible for coordinating meetings and communications with the Focus team⁴.

³ The Board of Regents for the University of Wisconsin is the owner of the project, the AE firm may be listed as the customer contact on the Focus New Construction Application simply so that Focus coordinates the process through the AE firm

⁴ The DFD Project Manager gives direction to the AE on DFD projects

2. The AE coordinates with Focus and the project team to schedule the kick-off meeting
 - a. FAQs
 - i. Who is included in the project team?
 1. The team should include the AE (including any pertinent sub-consultants), the DFD Project Manager (when applicable), the UW Project Manager, the UW Office of Sustainability⁵, the UW Project Sponsor, the future UW operators / owners of the systems being addressed, and any UW–Madison Physical Plant staff needed to provide operational and subject matter expertise.
 - ii. Who should attend the kick-off meeting?
 1. Focus will advise on the types of expertise that should be present. The AE will facilitate the meeting with the project team in attendance.
 - iii. What baseline is currently used for Focus modeling?
 1. Focus is required to utilize a baseline mostly consistent with WI Energy Code (SPS 363) // 2015 IECC // ASHRAE 90.1 – 2013.
 2. Note, currently DFD Sustainability Guidelines⁶, requires that projects where an energy model is required “estimate annual energy savings and greenhouse gas (GHG) emissions reduction from design over the baseline case (ASHRAE 90.1-2022)”. This requirement would be above and beyond the baseline modeling Focus would perform.
 - iv. What utility rates should be used for Focus modeling?
 1. Electricity: \$0.1108 per kWh
Chilled Water: \$0.0471 per Ton-Hr
Steam: \$5.435 per MMBtu
Natural Gas/Fuel Oil: \$3.502 per MMBtu
 2. Office of Sustainability staff will review and update these rates in collaboration with UW–Madison’s Utility and Energy Management team at least once per year.
 - v. Which Focus incentive cap would these incentives apply towards?
 1. As the utility cost payer, the incentives would apply towards the UW–Madison Focus cap.
 2. This does not impact where Focus funds are distributed.

⁵ Sadie Derouin (sadie.derouin@wisc.edu)

⁶ <https://doa.wi.gov/Pages/DoingBusiness/Sustainability.aspx>

3. The AE provides the necessary design documents (as determined during the kick-off meeting) to Focus including access to a digital file storage system for easy access to design document updates.
4. Focus will evaluate building energy efficiency opportunities and associated incentives (incentives).
5. The AE coordinates with Focus and the project team to schedule a meeting (or series of meetings if necessary) to review and discuss the incentives available to the project.
 - a. Typically, the process requires 2 total meetings 6-8 weeks apart.
 - b. Focus anticipates changes or modifications as the design progresses and can be consulted on those changes, if needed. The initial bundle selected is the target for the project, not necessarily the final outcome.
 - c. Additional meetings may be necessary if there are significant design changes that impact the required minimums for participation in the incentive program for the project.
6. Project team determines which incentive bundle to incorporate into the project. All project team members are responsible for ensuring the final decision is made in a timely manner that allows the AE to complete their Preliminary Design/Design Development review documents per the project schedule.
 - a. The Office of Sustainability would advocate for projects to pursue the most energy efficient option offered by Focus.
 - b. The future UW operator / owner of the systems impacted by the chosen bundle should be included in the decision-making process.
 - c. Upon bundle selection, the AE, in coordination with Focus, must supply a copy of the results meeting report and documentation of bundle selected, including any relevant rationale for the selection, to the project team.

7. The AE coordinates with Focus to complete application materials
 - a. FAQs
 - i. Who should sign the Focus documents?
 1. FP&M Associate Vice Chancellor Cindy Torstveit can sign the Focus submittal.
 2. Send form to the FP&M Associate Vice Chancellor's Executive Assistant⁷ to route to the Associate Vice Chancellor for signature
 - ii. What electric and natural gas utility account should be used?
 1. UW PM should reach out to the UW–Madison Utility and Energy Management team⁸ for the appropriate account number.
8. The AE shall notify Focus contact when the pertinent work is complete
 - a. The UW Project Manager and Office of Sustainability staff⁹ should be cc'd on the completion notification to Focus
 - b. Focus may request additional documentation from the AE or for a site visit to verify incentive bundle compliance
 - i. The Office of Sustainability staff, UW System Operator or UW Project Sponsor should coordinate providing documentation or scheduling a site visit. However, the site should be readily available to Focus to visit on their own given that the work is finished and no longer a construction site.
 - ii. Office of Sustainability staff¹⁰ should be included as optional when scheduling a site visit.

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9. Upon completion of verification, Focus will authorize payment
- a. FAQs
 - i. Where should incentive funding be allocated?
 - 1. For DFD Managed Projects: payment is credited back to the DFD project
 - 2. For UW Managed Projects: UW–Madison account 136-719998¹¹
 - ii. Where should the incentive checks be sent?
 - 1. For DFD Managed Projects:
 - a. Focus notifies the DFD Project Manager that a check will be arriving and copy the UW Project Manager and UW Sustainability Staff.
 - b. Wisconsin Department of Administration
101 East Wilson, 7th floor
Madison, WI 53703
Attn: Jessica Scharff, Project #####
 - 2. For UW Managed Projects:
 - a. Focus notifies FP&M Accounting Team¹² that a check will be arriving
 - b. University of Wisconsin–Madison Facilities Planning and Management
21 N. Park Street
Madison, WI 53715
Attn: Dawn Ness
 - iii. How can project team members track payment status?
 - 1. A Focus check can be verified by inputting the check or EFT number, total payment amount, and check destination zip code here: <https://portal.wisfocus.com/>

¹¹ This will change in FY25 after campus accounting systems transition to Workday, we will update with the appropriate detail when available.

¹² Dione Tyler (dione.tyler@wisc.edu)

Appendix: New Construction Online Tool Screen Shots

The screenshot shows the 'New Construction Online Tool' registration interface. At the top, the title 'New Construction Online Tool' is displayed in a large, teal font. Below it, a 'Welcome!' message is visible. A modal form is open in the center, titled 'To start out, what is your name and role?'. The form contains three input fields: 'First Name', 'Last Name', and 'Role'. The 'Role' field is a dropdown menu with a list of options. The 'Continue' button is partially visible at the bottom right of the form.

New Construction Online Tool

Welcome!

You've reached the Energy Efficient New Construction Online Tool. In less than ten minutes, you can create a profile and get started with the tool.

To start out, what is your name and role?

First Name

Last Name

Role

(Select) ▼

- (Select)
- Architect
- Builder
- Building Owner
- Building Performance Consultant
- Contractor
- Engineer
- Homebuyer
- HVAC Distributor
- HVAC Manufacturer
- Owner Representative
- Utility Representative
- Other

Continue

Screen Shot #1

New Construction Online Tool

Interested in Incentives?

Just provide the information below and accept the terms and conditions to submit your application for the Focus on Energy Energy Design Assistance offering. A program representative will reach out to you with next steps.

First Name

John

Last Name

Doe

Phone Number

123-456-7890

Email Address

John.Doe@something.com

This is a required field

Project Name

Test #1

[Read the terms and conditions](#)

☒ I have read and agree to the terms

Submit

Screen Shot #2