

## Instructions for Completing the 3 YEAR AVERAGE Self Directed Plan - Plan Year 2017

### Dates to remember:

- This plan should be submitted to the provider by July 15, 2016
- Utility notification of deficiencies should be mailed by August 6, 2016
- Final Plan, with deficiencies remedied should be submitted to the provider by September 5, 2016
- Exemption from most EO surcharges will begin January 1, 2017.
- Upon customer request, a provider may waive these deadlines.

Single accounts with a peak demand <2MW, aggregation of multiple customers and aggregation of accounts <10MW for the previous year are required to use the services of an Energy Optimization Services Company to develop and implement a self-directed plan.

### Step 1

This template applies to plans that establish baseline usage using the 3-yr average. If using weather normalized 2015 usage, please complete the template titled "Weather Normalized Self Direct Plan".

### Step 2

Only input data for the years covered by your plan. Example: Do not input data for year 2019 if your plan covers 2017-2018

### Step 3

Complete "Form" tab

Complete "Detail Table-3yr Ave" tab

Please refer to your annual reports and plan "Carry Forward Worksheets" for the excess savings amounts and years that were declared.

Complete the "Plan Outline" tab

Rows may be added or deleted to include more or fewer sites as covered by your plan. Verify cells calculate as intended when adding rows.

First insert a row then copy and paste an entire row from the row just above that location to obtain the correct formatting.

Row numbering can be repaired on all except the "form" tab by copying and pasting cell A2 down the sheet.

New sites for which a full year's energy usage is unavailable: Provide reasonable estimates of annual energy usage and peak demand. Suggestions: a) use MWh/square foot of a typical facility of this type x actual square footage then make adjustments for differences. b) If procuring an existing site, ask the prior owner for usage information. c) If a few months of occupied electric usage is available, extrapolate this usage for the entire year. Amend the plan when actual data becomes available.

**Printing** : To coordinate page numbering, use the following print options; >File, >print, > entire work book

### Notes:

1) Please contact your electric provider or the MPSC Energy Efficiency Section if you have questions about how to complete this template.

2) *Copied from "Annual Report Template"*: Excess savings from energy optimization measures may be claimed in, or deferred to, a successive plan year not to exceed four consecutive years following the plan year in which the savings occurred. Measures eligible for deferral shall have a measure life of six or more years and shall not constitute changes in maintenance only, or changes in operating practices that are not accompanied by new physical energy management controls or systems. Excess savings deferred to a future plan year must begin with the first successive year and shall be used in the shortest time period possible. Excess savings shall not be deferred to years that exceed the term of the self directed plan. Excess savings shall expire upon termination of an entire self-direct plan. The customer shall report the as implemented distribution of excess savings in the first annual report to the provider following installation of the eligible measure. Once declared in the annual report, the savings distribution shall not be revised. Providers may claim deferred savings of eligible self- directed electric customers in the provider's incremental savings goal consistent with the distribution provided in plans and reports of eligible self-directed electric customers.

## **A. Eligibility for Self-Direct Programs**

- 1) For calendar year 2014 and thereafter, an eligible customer means a customer with a peak demand for the previous year of at least 1 megawatt at a single location or in aggregate at all facilities within the provider's service territory. These eligibility requirements do not apply to a customer that installs or modifies an electric efficiency improvement under a property assessed clean energy program pursuant to the property assessed clean energy act.
- 2) To verify eligibility requirements, the customer filing a Self-Directed Energy Optimization Plan shall be on a demand rate or the customer may use a provider's commission-approved method to estimate customer annual-peak demand.
- 3) Customer sites or accounts that have received an energy optimization rebate or incentive from an electric provider or the independent energy optimization program administrator are not eligible to implement a self-directed plan within the calculated waiting period . The waiting period in months is equal to the rebate amount (\$) /current month's EO surcharge . If the waiting period will lapse after the self-directed plan filing deadline, but before the self-directed plan year begins on January 1, a customer may submit a plan to self direct during the upcoming plan period.
- 4) An energy optimization service company may aggregate accounts of a single customer or any group of eligible customers with a shared business relationship where the energy requirements of the accounts in aggregate equals the minimum thresholds described in Section A1 above. A shared business relationship means entities that are affiliated through common ownership of the business or property, such as several business entities owned by the same individual or several schools within a single school district.

## **B. Self-Directed Energy Optimization Plan and Plan Amendment Filing Requirements**

- 1) Unless the deadline is waived by the provider, an eligible customer shall submit its Self-Directed Energy Optimization Plan or an amendment of an existing plan to its electric provider by July 15 of the calendar year preceding the first year covered by the plan. Customers shall use the applicable template for weather-normalized or 3-year average electric usage. If the filing is incomplete, the provider shall notify the customer of any deficiency within 15 business days. The customer shall remedy the deficiency and submit a corrected filing within 30 days of the provider's notification.
- 2) A self-directed energy optimization plan shall cover two or more calendar years and shall provide for incremental aggregate energy savings for each year that meet or exceed the statutory standards based on electricity purchased for the previous year at the site or sites covered by the plan. A customer filing a self-directed plan with its provider shall specify whether electricity usage used in the calculation of incremental energy savings will be weather-normalized or based on the average number of megawatt hours of electricity consumed by the customer annually during the previous three years. Once the self-directed plan is submitted, this option may not be changed.
- 3) Planned energy savings shall not include changes in business activity levels that are not attributable to energy optimization, including such items as site closures, decreases in production, and decreases in hours of operation. Changes in electricity usage because of the installation, operation or testing of pollution control equipment shall likewise not be attributed to energy optimization. Measures that require fuel switching or self-generation are not eligible to be included in the self-directed plan. Please contact your electric provider or the MPSC Energy Efficiency Section if you have questions concerning the eligibility of particular proposed energy efficiency measures.
- 4) Unless the deadline is waived by the provider, an eligible customer may submit plan amendments, including those used to extend the term of the self-directed plan, to the provider at any time between January 1 and the end of the open enrollment period on July 15 of each year. Amendments solely reflecting site terminations may be submitted at any time.

# Self Directed Energy Optimization (EO) Plan - Plan Year 2017

Submit completed form by July 15, 2016

Qualifications: \_\_\_\_\_ 1 MW single site or, \_\_\_\_\_ 1 MW sites aggregated, # of sites aggregated \_\_\_\_\_

Legal Name of business: \_\_\_\_\_

Mailing Address of Signatory: \_\_\_\_\_

Business phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Term of the Self-directed Plan (2 to 5yrs): \_\_\_\_\_ years End-of-term renewals for 2017 must be submitted by July 15, 2016.

Date when customer will begin to implement the plan at the first site: January 1, 2017  
(coincides with exemption from energy optimization charges at all sites.)

Basis for calculating savings:  3-year average

### Three (3) Year Average - Summary Table

(This table will auto update when you enter your values on the "Detail Table" tab )

Plan Year	Minimum performance standard (%) (a)	Total Base Annual Usage in MWh per site (b)	Minimum Incremental Annual Savings to meet the EO Performance Standard (MWh) (c) = (a) x (b)	Planned (targeted) Incremental Annual Energy Savings in MWh (normalized) no less than (c)
2017	1.00%	0	0.0	0.0
2018	1.00%	0	0.0	0.0
2019	1.00%	0	0.0	0.0
2020	1.00%	0	0.0	0.0
2021	1.00%	0	0.0	0.0

**The provider shall notify the customer of any deficiency within 15 days. The customer shall remedy the deficiency within 30 days of notification.**

Please work with your provider as soon as possible as often it takes several interactions to correct the deficiency.

**Customer:**

Authorized Name (print): \_\_\_\_\_

\*Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

e-mail: \_\_\_\_\_ fax: \_\_\_\_\_

**Additional Customer Contact (optional):**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

e-mail: \_\_\_\_\_ fax: \_\_\_\_\_

Phone: \_\_\_\_\_

**Energy Optimization Service Company, if required\*\***

Authorized Name (print): \_\_\_\_\_

\*Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ fax: \_\_\_\_\_

\*\* Customers are required to use the services of an energy optimization service company to develop and implement a self-directed plan. A Customer may be exempt only if in the preceding year the annual peak demand was greater than 2MW per site, or 10 MW in the aggregate of sites to be covered by the self-direct plan.

**Provider Contact Information: (optional):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Three (3) Year Average - 2017 Plan Year (Minimum Performance Standard 1.0%)**

Site Description: (Name, Service Address, for each site)	*Account (A-.) and/or Meter (M-.) Number(s) and electric rate code (R-.) of each site	**2015 Site Annual Metered Peak Demand (MW)	2013 Site Annual Metered Electric Usage (MWh) (d1)	2014 Site Annual Metered Electric Usage (MWh) (d2)	2015 Site Annual Metered Electric Usage (MWh) (d3)	Total Base Annual Usage in (MWh) . ( g ) = (d1+d2+d3)/3	Minimum Incremental Annual Savings to meet the EO Performance Standard (MWh) ( h ) = (1.0%) x (g)	Planned Incremental Annual Energy Savings in MWh no less than (h) (i)
						0	0.000	
						0	0.000	
						0	0.000	
						0	0.000	
<b>Current Year Excess Savings to be Carried Forward</b> (Not more than 4 additional years from implementation), see NOTE (3). This will subtract from the Planned Savings Total, complete the Carry Forward Worksheet.								0
<b>Excess Savings Carried Forward from a Prior Year(s)</b> . From "Carry Forward Work Sheets" summary table. This will add to the Planned Savings Total.								0
<b>Totals</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.000</b>	<b>0</b>

\* Check with provider. Consumers Energy requires Account numbers (A-.). Detroit Edison requires electric Account and Meter numbers (M-.). All require rate code (R-.). Information may be found on your utility bill.

\*\*Demand Eligibility Requirements: Single site > 1MW, or aggregate of sites > 1MW

NOTE: 1) Site, Account and Electric Usage can be copied and pasted from the 2017 table into years 2018-2021.

2) See "Instructions" tab for adding and deleting sites.

3) Excess savings may be carried forward to a successive plan year not to exceed four consecutive years following the plan year in which the savings occurred. Excess savings must be used in the shortest time period possible. To be eligible, excess savings must come from projects having a measure life of six or more years.

**Three (3) Year Average - 2018 Plan Year (Minimum Performance Standard 1.0%)**

Site Description: (Name, Service Address, for each site)	*Account (A-.) and/or Meter (M-.) Number(s) and electric rate code (R-.) of each site	(Blank)	2013 Site Annual Metered Electric Usage (MWh) <b>(d1)</b>	2014 Site Annual Metered Electric Usage (MWh) <b>(d2)</b>	2015 Site Annual Metered Electric Usage (MWh) <b>(d3)</b>	Total Base Annual Usage in (MWh) . ( g ) = <b>(d1+d2+d3)/3</b>	Minimum Incremental Annual Savings to meet the EO Performance Standard (MWh) <b>( h ) = (1.0%) x (g)</b>	Planned Incremental Annual Energy Savings in MWh no less than (h) <b>(i)</b>
						0	0.000	
						0	0.000	
						0	0.000	
						0	0.000	
<b>Current Year Excess Savings to be Carried Forward</b> (Not more than 4 additional years from implementation), see NOTE (3). This will subtract from the Planned Savings Total, complete the Carry Forward Worksheet.								0
<b>Excess Savings Carried Forward from a Prior Year(s)</b> . From "Carry Forward Work Sheets" summary table. This will add to the Planned Savings Total.								0
<b>Totals</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.000</b>	<b>0</b>

**Three (3) Year Average - 2019 Plan Year (Minimum Performance Standard 1.0%)**

Site Description: (Name, Service Address, for each site)	*Account (A-.) and/or Meter (M-.) Number(s) and electric rate code (R-.) of each site	(Blank)	2013 Site Annual Metered Electric Usage (MWh) <b>(d1)</b>	2014 Site Annual Metered Electric Usage (MWh) <b>(d2)</b>	2015 Site Annual Metered Electric Usage (MWh) <b>(d3)</b>	Total Base Annual Usage in (MWh) . ( g ) = <b>(d1+d2+d3)/3</b>	Minimum Incremental Annual Savings to meet the EO Performance Standard (MWh) <b>( h ) = (1.0%) x (g)</b>	Planned Incremental Annual Energy Savings in MWh no less than (h) <b>(i)</b>
						0	0.000	
						0	0.000	
						0	0.000	
						0	0.000	
<b>Current Year Excess Savings to be Carried Forward</b> (Not more than 4 additional years from implementation), see NOTE (3). This will subtract from the Planned Savings Total, complete the Carry Forward Worksheet.								0
<b>Excess Savings Carried Forward from a Prior Year(s)</b> . From "Carry Forward Work Sheets" summary table. This will add to the Planned Savings Total.								0

<b>Totals</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.000</b>	<b>0</b>
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**Three (3) Year Average - 2020 Plan Year (Minimum Performance Standard 1.0%)**

Site Description: (Name, Service Address, for each site)	*Account (A-..) and/or Meter (M-..) Number(s) and electric rate code (R-..) of each site	(Blank)	2013 Site Annual Metered Electric Usage (MWh) <b>(d1)</b>	2014 Site Annual Metered Electric Usage (MWh) <b>(d2)</b>	2015 Site Annual Metered Electric Usage (MWh) <b>(d3)</b>	Total Base Annual Usage in (MWh). ( g ) = <b>(d1+d2+d3)/3</b>	Minimum Incremental Annual Savings to meet the EO Performance Standard (MWh) <b>( h ) = (1.0%) x (g)</b>	Planned Incremental Annual Energy Savings in MWh no less than (h) <b>(i)</b>
						0	0.000	
						0	0.000	
						0	0.000	
						0	0.000	
<b>Current Year Excess Savings to be Carried Forward</b> (Not more than 4 additional years from implementation), see NOTE (3). This will subtract from the Planned Savings Total, complete the Carry Forward Worksheet.								0
<b>Excess Savings Carried Forward from a Prior Year(s)</b> . From "Carry Forward Work Sheets" summary table. This will add to the Planned Savings Total.								0
<b>Totals</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.000</b>	<b>0</b>

**Three (3) Year Average - 2021 Plan Year (Minimum Performance Standard 1.0%)**

Site Description: (Name, Service Address, for each site)	*Account (A-..) and/or Meter (M-..) Number(s) and electric rate code (R-..) of each site	(Blank)	2013 Site Annual Metered Electric Usage (MWh) <b>(d1)</b>	2014 Site Annual Metered Electric Usage (MWh) <b>(d2)</b>	2015 Site Annual Metered Electric Usage (MWh) <b>(d3)</b>	Total Base Annual Usage in (MWh). ( g ) = <b>(d1+d2+d3)/3</b>	Minimum Incremental Annual Savings to meet the EO Performance Standard (MWh) <b>( h ) = (1.0%) x (g)</b>	Planned Incremental Annual Energy Savings in MWh no less than (h) <b>(i)</b>
						0	0.000	
						0	0.000	
						0	0.000	
						0	0.000	
<b>Current Year Excess Savings to be Carried Forward</b> (Not more than 4 additional years from implementation), see NOTE (3). This will subtract from the Planned Savings Total, complete the Carry Forward Worksheet.								0
<b>Excess Savings Carried Forward from a Prior Year(s)</b> . From "Carry Forward Work Sheets" summary table. This will add to the Planned Savings Total.								0

<b>Totals</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.000</b>	<b>0</b>
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## Excess Savings Carry Forward Worksheet

Excess savings deferred to a future plan year must begin with the first successive year and shall be used in the shortest time period possible. Excess savings shall not be deferred to years that exceed the term of the self-directed plan. Excess savings shall expire upon termination of an entire self-directed plan. The customer shall report the distribution of excess savings in the first annual report to the provider following installation of the eligible measure. Once declared, the savings distribution shall not be revised.

	<b>Excess Savings to Carry Forward</b>
2017 Total of Excess Savings to be Carried Forward (Not more than 4 additional years from implementation)* =	0
Excess Savings to be Carried Forward to 2018 =	
Excess Savings to be Carried Forward to 2019 =	
Excess Savings to be Carried Forward to 2020 =	
Excess Savings to be Carried Forward to 2021 =	
<b>Total Excess =</b>	<b>0</b>

\* Excess savings to be carried forward from projects implemented prior to 2015, can be reported below.

	<b>Excess Savings to Carry Forward</b>
2018 Total of Excess Savings to be Carried Forward (Not more than 4 additional years from implementation)* =	0
Excess Savings to be Carried Forward to 2019 =	
Excess Savings to be Carried Forward to 2020 =	
Excess Savings to be Carried Forward to 2021 =	
Excess Savings to be Carried Forward to 2022 =	
<b>Total Excess =</b>	<b>0</b>

	<b>Excess Savings to Carry Forward</b>
2019 Total of Excess Savings to be Carried Forward (Not more than 4 additional years from implementation)* =	0
Excess Savings to be Carried Forward to 2020 =	
Excess Savings to be Carried Forward to 2021 =	
Excess Savings to be Carried Forward to 2022 =	
Excess Savings to be Carried Forward to 2023 =	
<b>Total Excess =</b>	<b>0</b>

	<b>Excess Savings to Carry Forward</b>
2020 Total of Excess Savings to be Carried Forward (Not more than 4 additional years from implementation)* =	0
Excess Savings to be Carried Forward to 2021 =	
Excess Savings to be Carried Forward to 2022 =	
Excess Savings to be Carried Forward to 2023 =	
Excess Savings to be Carried Forward to 2024 =	

**Total Excess = 0**

2013 to 2016 - Total excess savings to be carried forward from previous years, as provided in your annual report(s)\*\*

Excess Savings to be Carried Forward to 2017 =
Excess Savings to be Carried Forward to 2018 =
Excess Savings to be Carried Forward to 2019 =
Excess Savings to be Carried Forward to 2020 =

**Total Excess = 0**

\*\* For existing self-direct customers only. Projects implemented in 2016 prior to submitting an annual report, please insert the following detail a,b:

a) 2016 project excess savings total= \_\_\_\_\_ MWh (Distribution" 2017= \_\_\_\_\_ , 2018= \_\_\_\_\_ , 2019= \_\_\_\_\_ , 2020= \_\_\_\_\_ )

b) Short Project Description:

Summary Table - Excess Savings Carried Forward From a Prior Year (Combined savings for each year)

Excess Savings to be Carried Forward to 2017 =	0.0
Excess Savings to be Carried Forward to 2018 =	0
Excess Savings to be Carried Forward to 2019 =	0
Excess Savings to be Carried Forward to 2020 =	0
Excess Savings to be Carried Forward to 2021 =	0
Excess Savings to be Carried Forward to 2022 =	0
Excess Savings to be Carried Forward to 2023 =	0
Excess Savings to be Carried Forward to 2024 =	0

**Plan Outline**

**Customer Name:** \_\_\_\_\_

**Directions:** The plan outline should describe how the customer intends to achieve the incremental energy savings for each year of the plan. Planned Incremental Annual Energy Savings for each site should be placed in the "Detail Table" column ( i), totals are displayed here for reference. Free format for each year and can include text, calculations and tables. Cells can be merged for larger text areas.

**Alternate Method:** Provide the plan outline as an attachment. Please reference the attachment below. Include company name, date and sign.

ATTACHMENT No. \_\_\_\_\_

Date: \_\_\_\_\_

**2017 Plan Outline**

Total Planned Annual Energy Savings = 0.0 MWh (see detail tab)

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**2018 Plan Outline**

Total Planned Annual Energy Savings = 0.0 MWh (see detail tab)

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**2019 Plan Outline**

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Total Planned Annual Energy Savings = 0.0 MWh (see detail tab)

**2020 Plan Outline**

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Total Planned Annual Energy Savings = 0.0 MWh (see detail tab)

**2021 Plan Outline**

Total Planned Annual Energy Savings = 0.0 MWh (see detail tab)

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