



## **RTA DIRECT VOUCHER SERVICES**

RTA Direct Voucher Services provides direct voucher payments to designated Regional Technical Assistants (RTAs) who provide energy audits and related project support services to Rebuild Michigan Program clients in their primary or secondary service region. To participate in RTA Direct Voucher Services, a designated RTA must enroll a potential client in the Rebuild MI Program and send the Enrollment Agreement and 12 months of utility bills to the MI Energy Office (MEO) for approval. Upon approval the following services must be provided to the client: complete an Introductory Energy Evaluation (IEE) and submit to MEO for approval; establish an EnergyStar Portfolio Manager account and enter the first year portfolio utility data; and, conduct a project planning meeting with the building owner.

Funds for RTA Direct Voucher Services are limited so RTAs must submit the Enrollment Agreement for a potential client for MEO approval. MEO approval means that the direct voucher funds are reserved and will be paid upon completion of the required services listed above. The amount of the direct voucher payments will be as follows: \$2,500 for MEO-approved IEEs with total building square footages of up to 50,000; \$3,000 for approved IEEs with total building square footages between 50,001 and 100,000; and \$3,500 for approved IEEs with total building square footages above 100,000. RTAs will be paid upon submission of an RTA Direct Voucher Services Application Form. All RTA Direct Voucher Services must be completed and the application form must be submitted by September 9, 2013 to be considered for payment.

A copy of the application form is available on-line at: [www.michigan.gov/eorebuild](http://www.michigan.gov/eorebuild) or available by contacting Tim Shireman at (517) 241-6281 or [shiremant@michigan.gov](mailto:shiremant@michigan.gov).

### **How do I receive my direct voucher payment?**

Submit the following to: Michigan Energy Office, 300 N. Washington Square, Lansing, MI 48913

1. A completed RTA Direct Voucher Services Application Form.
2. A copy of the final Introductory Energy Evaluation Report (electronic copy preferred).
3. Provide user name and password of Rebuild MI client Portfolio Manager account.
4. Provide a copy of the agenda and meeting minutes of project planning meeting with Rebuild MI client/building owner.