

## RTA SERVICES

The Michigan Energy Office (MEO) provides direct payments to designated Regional Technical Assistants (RTAs) that provide energy audits and related project support services to Rebuild Michigan (RM) clients in their service region(s). To participate, a designated RTA must enroll a potential client in the Rebuild MI Services and send the Enrollment Agreement and 12 months of utility bills to the 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 Services are limited. So, RTAs must submit the Enrollment Agreement for a potential client for MEO approval. MEO approval means that the funds are reserved and will be paid upon completion of the required services listed above. MEO will pay the RTAs 50% of the estimated cost for delivering Rebuild MI services and clients and/or the RTAs will provide the remaining 50% (in cash or in-kind). The amount of the payments will be as follows: \$1,250 for MEO-approved IEEs with total building square footages of up to 50,000 and minimum annual utility costs of \$25,000; \$1,500 for approved IEEs with total building square footages between 50,001 and 100,000; \$1,750 for approved IEEs with total building square footages between 100,001 and 200,000; and \$2,000 for approved IEEs with total building square footages above 200,000. RTAs will be paid upon submission of an RTA Services Application Form. All RTA Services must be completed and the application form must be submitted by September 9, 2014 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 by contacting Tim Shireman at (517) 241-6281 or [shiremant@michigan.gov](mailto:shiremant@michigan.gov).

**How do I receive my payment? All requests for payments must be submitted to MEO using the Michigan Economic Development Corporation Portal (hereafter called Salesforce). All RTAs will be provided instruction on using Salesforce to request payments as well as a user name, password and link to the Salesforce website.**

Submit the following to: Michigan Energy Office using the Salesforce website.

1. A completed RTA Application Form.
2. A copy of the final Introductory Energy Evaluation Report (electronic copy required).
3. The user name and password of Rebuild MI client Portfolio Manager account.
4. A copy of the agenda and meeting minutes of project planning meeting with Rebuild MI client/building owner.
5. Documentation of client and/or RTA match.