



**PUBLIC SECTOR  
ENERGY EFFICIENCY PROGRAM • 2011-2012**  
Electric and Natural Gas

# **GUIDELINES APPLICATION WORKSHEETS**

**Program Year 2011-12 Start Date: June 1, 2011**

**STANDARD & CUSTOM INCENTIVES  
for  
LOCAL GOVERNMENT, PUBLIC SCHOOLS (K thru 12),  
COMMUNITY COLLEGES, PUBLIC UNIVERSITIES,  
& STATE/FEDERAL FACILITIES**



**Pat Quinn, Governor • Warren Ribley, Director**

ILLINOIS DEPARTMENT OF COMMERCE AND  
ECONOMIC OPPORTUNITY  
Illinois Energy Office  
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## Guidelines:

### SECTION 1

### GENERAL INFORMATION

**1.1 Purpose.** The Illinois Department of Commerce and Economic Opportunity (the “Department” or “DCEO”) administers the **Illinois Energy Now** (“IEN”) portfolio of programs to implement cost-effective energy efficiency measures that help meet annual energy savings targets. Implementing such measures will also enhance economic development in the state of Illinois through job creation and business development. The Public Sector Energy Efficiency Program (“Public Sector Program”) will, to the extent funds are available, provide incentives for projects that increase the energy efficiency of local governments, municipal corporations, public school districts, community college districts, public universities, and state/federal facilities located in the service territories of Ameren Illinois (“Ameren”), Commonwealth Edison (“ComEd”), Nicor Gas (“Nicor”), Peoples Gas (“Peoples”), and/or North Shore Gas (“North Shore”).

The Public Sector Program will offer both “Standard” and “Custom” incentives. The Standard program provides incentives for the specific electric and natural gas measures listed in Appendix B. The measures are listed under the following categories:

- Lighting
- Heating, Ventilation, Air Conditioning (HVAC) and Water Heaters
- Motors
- Kitchen

The Custom program provides incentives for other electric and natural gas measures as described in Appendix C, and not listed under the Standard program.

**1.2 Authority and Funding.** The Department is authorized by the Energy Efficiency Section of the Public Utilities Act (220 ILCS 5/8-103) and (220 ILCS 5/8-104) to administer a portion of the Illinois Energy Efficiency Portfolio (“EEP”). The statute provides funding for the EEP and sets certain statutory requirements to meet incremental annual energy savings goals; procure a minimum percentage of the portfolio from local governments, municipal corporations, public school districts, and community college districts; and target low income households proportionate to their share of annual utility revenues. The Public Sector Program is one component of the Department’s total portfolio of measures to meet its obligations under the Act. Funding levels are determined each year by the Department under a plan submitted to the Illinois Commerce Commission. The Department reserves the right to limit the total amount of funding for program incentives in any given fiscal year.

**1.3 Definitions.** The terms used in this document have the meanings set forth below. Words and terms not defined here, if defined in the Environmental Protection Act (415 ILCS 5), will have the meanings as defined therein.

“Act” means the Public Utilities Act.

“Applicant” means one of the following public entities, (i) a unit of local government, (ii) a municipal corporation, (iii) public school district, (iv) public community college district, (v) public universities, or (vi) state/federal facilities:

- Proposing an electric energy efficiency project in Illinois that receives electric delivery service from Ameren or ComEd wires regardless of the retail electric supplier, or a private entity proposing an energy efficiency project in which one of the public entities above leases the facility where the project is installed and is responsible for paying for the electric delivery service from Ameren or ComEd regardless of the retail electric supplier
- Proposing a natural gas energy efficiency project in Illinois that receives natural gas delivery service from Ameren, Nicor, Peoples, or North Shore distribution regardless of the retail natural gas supplier, or a private entity proposing an energy efficiency project in which one of the public entities above leases the facility where the project is installed and is responsible for paying for the natural gas delivery service from Ameren, Nicor, Peoples, or North Shore regardless of the retail gas supplier

“Application” means a request for program funds by submitting the required information, on the Department’s approved forms and attachments as prescribed in these guidelines.

“Custom” means measures that are not Standard projects. Incentive levels are based on kilowatt-hour savings for electric projects and therms savings for natural gas projects.

“Energy Efficiency” means measures that reduce the amount of electricity (kilowatt-hours) and/or natural gas (therms) required to achieve a given end use.

“Entity” means any applicant submitting an application to the Department.

“Final Application” means an application that is submitted after project completion that reflects the actual measures and equipment installed. It is used to determine the incentives paid.

“Grant Beginning Date” means the date the grant is signed and goes into effect.

“Grantee” means an entity that has been awarded a grant.

“Incentive” means a grant award or rebate. Incentives less than or equal to \$50,000 will be awarded as rebates, while those greater than \$50,000 will be processed as grants.

“Incremental Measure Cost” means the increased equipment cost of upgrading to energy efficient equipment. For **retrofit measures**, the incremental measure cost is the total cost to purchase and install the qualifying measures. For **replacement measures** or **new equipment**, the incremental measure cost is the cost to purchase and install the energy efficiency equipment minus the cost to install equipment that meets minimum codes or standards.

“Performance Period” means the length of time the Grantee is required to operate the project and submit information/data to the Department.

“Pre-approval application” means an application for incentives that reflects the estimated number of various measures to be installed, given the best information at the time of the application. It is used to reserve funds for projects and to assure that the calculations and methodology used to estimate the energy impacts meet the program requirements.

“Project” means an eligible energy project that the Department agrees to fund through the program.

“Project Completion Date” means the date that all necessary procurement is complete, equipment is installed and operational. The project completion date may not exceed nine months after the grant beginning date unless an alternative schedule has been approved by the Department.

“Standard” means measures that have set incentive levels as listed in Appendix B.

“Total Project Cost” means the cost to purchase and install the qualifying measures including labor costs.

## SECTION 2

## ELIGIBILITY CRITERIA

**2.1 Project Location.** Eligibility is limited to projects physically located in the state of Illinois.

**2.2 Customer of Participating Utility Requirement.**

- Project locations for those requesting incentives for electric measures must receive electric delivery services from Ameren or ComEd. Applicants will be required to submit documentation that the project is located in the Ameren or ComEd electric service territory, in the form of a current utility bill or letter from their utility.
- Project locations for those requesting incentives for natural gas measures must receive natural gas delivery service from Ameren, Nicor, Peoples, or North Shore. Applicants will be required to submit documentation that the project is located in the Ameren, Nicor, Peoples or North Shore gas service territories, in the form of a current utility bill or letter from their utility.
- Project locations that receive either electric delivery service or gas delivery service (but not both) from a participating utility are only eligible for electric or gas incentives (but not both), determined by which energy type (electric or gas) is provided by the participating utility.

**2.3 Eligible Projects/Equipment.** Eligibility is limited to energy efficiency projects that produce electricity and/or natural gas savings through efficiency improvements in facilities, buildings, equipment, or process.

- A. Applicants must be a unit of local government, a municipal corporation, a public school district, a community college district, a public university or a state/federal facility located within the state of Illinois, or a private entity proposing an energy efficiency project in which one of the public entities listed above leases the facility where the project is installed and is responsible for paying for the energy delivery service.
- B. Remanufactured equipment must have a warranty that meets or exceeds OEM warranty. Documentation must be submitted with application.
- C. The application must be for eligible equipment purchased or installed prior to June 1, 2012 and after May 31, 2011.
- D. The application may include prior incurred costs or installation of equipment prior to June 1, 2011, with written permission, which may take the form of a Notice to Proceed or Grant issued during the previous program year.
- E. Projects with Standard and/or Custom measures which interact may apply as a combined project under the Custom Program.
- F. Projects with Standard measures that have documented operating hours significantly greater than typical operations may apply under the Custom Program.

**2.4 Ineligible Projects and Costs.** The following projects are not eligible for funding under these guidelines:

- A. Projects that repair or replace existing equipment with like equipment.
- B. Projects for sole purpose of implementing demand response measures.
- C. Projects receiving funding for the same equipment through any other Energy Efficiency Portfolio (EEP) programs offered by the Department or Utilities (Ameren, ComEd, Nicor, Peoples, North Shore).
- D. Custom projects with simple paybacks greater than the equipment life.
- E. Used equipment.
- F. Renewable energy measures.

**2.5 Maximum Incentive Award.**

2.5.1 **Maximum Incentive Rate for Standard Program.** The incentives for each equipment category are as set forth in Appendix B by each individual energy efficiency measure.

2.5.2 **Maximum Incentive Rate for Custom Program.**

Custom Incentives		
	Electric	Gas
<b>Incentive</b>	<b>\$0.12/kWh</b>	<b>\$1.25/therm</b>
<b>Payback</b>	<b>1 – 7 years</b>	<b>1 – 7 years</b>

Custom Projects are subject to cost effectiveness evaluation. The Department reserves the right to review applications and negotiate incentive levels.

2.5.3 **Breakthrough Equipment and Devices.**

- Projects that involve breakthrough equipment or devices are allowed to have a payback exceeding 7 years, but not exceeding the equipment life.
- DCEO will accept applications for **exterior lighting** and **geothermal heat pumps** under this category.
- The Department shall provide an incentive of \$0.30 per kWh saved under its Custom Program for the demonstration of breakthrough equipment and devices for **exterior lighting** (LED and Induction lighting). Only pilot projects will be funded.
- The Department shall accept applications for **geothermal heat pumps** under its Standard Program.
- No more than 3 percent of Illinois Energy Now funds shall be expended on breakthrough equipment or devices.

2.5.4 The total DCEO issued incentives cannot exceed 100 percent of the incremental measure cost and 75 percent of the total project cost. If additional incentives are provided to the project from other public sources [such as State Energy Program (SEP), Energy Efficiency and Conservation Block Grants (EECBG), Illinois Clean Energy Community Foundation (ICECF)] the combined DCEO and other public source incentives can not exceed 100 percent of the total project cost.

- 2.5.5 **Maximum Incentive.** The Department may provide up to, but not more than, a maximum incentive of \$300,000. A single award may exceed \$300,000 if the application includes multiple project locations. Funding decisions are made as funding is available and the Department is not obligated to provide the maximum grant amount. The Department reserves the right to review applications and negotiate grant amounts.
- 2.5.6 The Department reserves the right to modify the incentive amounts as needed to fulfill its EEP statutory requirements or based on current market development, technology development, evaluation, measurement and verification (EM&V) results and program implementation experience. The Director reserves the right to waive funding limitations and other program parameters. The Director has the authority to implement pilot projects under these Guidelines.

## SECTION 3

## PROGRAM INFORMATION

- 3.1 Payment Schedule.** The grant agreement will specify the conditions of payment and the payment schedule. The Department reserves the right to determine the appropriate payment structure on a project-specific basis.
- 3.2 Reporting Requirements/Project Monitoring.** Grantees will be required to submit progress and expenditure reports in accordance with the requirements of the grant agreement. The Department reserves the right to structure reporting requirements on a project-specific basis. The Department project manager will monitor the Grantee's compliance with the terms of the grant agreement to include verification of both sales transactions and equipment installation.
- 3.3 Freedom of Information Act/Confidential Information.** Applications that are funded are subject to disclosure, in response to requests received under provisions of the Freedom of Information Act (5 ILCS 140/1 et seq.). Information that could reasonably be considered to be proprietary, privileged or confidential commercial or financial information should be identified as such in the application. The Department will maintain the confidentiality of that information only to the extent permitted by law.
- 3.4 Authority/Approvals.** The applicant's signature on the application form attached as Appendix A is its certification that all authorizations required to perform the project have either been obtained or will be obtained no later than 90 days following the grant beginning date set forth in the Notice of Grant Award issued by DCEO.
- 3.5 Legal Compliance.** The applicant must certify on the application that the project complies with all applicable state, federal, and local environmental and zoning laws, ordinances, and regulations and that all permits, licenses, etc., required to perform the project have either been obtained or will be obtained no later than 90 days following the rebate application date or grant beginning date.
- 3.6 Dissemination of Information/Technology Transfer.** Grantees will be contractually required to allow the Department access to the project site and the ability to obtain, publish, disseminate or distribute any and all information obtained from the project (except any data or information that has been negotiated as being confidential or proprietary), without restriction and without payment or compensation by the Department.
- 3.7 Grant Duration/Performance Period.** The grant term/performance period will be determined on a project specific basis. Grantees will be required to certify the project commencement date to the Department. The Agreement may require up to 24 months of performance data following the project

completion date.

**3.8 Ownership/Use of Equipment.** The grant agreement will specifically prohibit the sale, lease, transfer, assignment, or encumbrance of any equipment or material purchased with grant funds, without the express written approval of the Department for the duration of 5 years or end of product life, whichever is less. In the event of a Grantee's failure to comply with this requirement, the grant agreement will provide that the Department may, at its discretion, require the Grantee to return all grant funds provided by the Department, require the Grantee to transfer to the state ownership of equipment and material purchased with grant funds and bar the Grantee from consideration for future funding. The Department reserves the right to require the Grantee to give it a purchase money security interest in equipment purchased with grant funds for the duration of the grant term.

**3.9 Prevailing Wage Requirements.** Grantees are responsible for determining if their projects will trigger compliance with the Illinois Prevailing Wage Act (820 ILCS 130/0.01). The Department will not render a legal opinion as to the applicability of the Prevailing Wage Act to any project. Questions regarding the applicability of Prevailing Wage requirements may be referred to the Illinois Department of Labor at (312) 793-2800 or (217) 782-6206. Attorney General Opinion No. 00-018, which addresses applicability of Prevailing Wage requirements, may be accessed on the Attorney General's Web site at <http://www.ag.state.il.us/opinions/2000/00-018.pdf>.

**3.10 State Not Liable.** Grantee shall hold the harmless from any and all claims, demands, and actions based upon or arising out of any services performed by Grantee or by their agents or employees under a grant agreement. The Department, by entering into a grant agreement, does not pledge or promise to pledge the assets of the state nor does it promise to pay any compensation to the Grantee from any moneys of the treasury or the state except such moneys as shall be appropriated and paid to the Grantee by the Department.

**3.11 Indemnity.** The Grantee agrees to assume all risks of loss and to indemnify and hold the Department, its officers, agents and employees, harmless from and against any and all liabilities, demands, claims, damages, suits, costs, fees, and expenses, incidents thereto, for injuries or death to persons and for loss of, damage to, or destruction of property because of the Grantee's negligence, intentional acts or omissions. In the event of any demand or claim, the Department may elect to defend any such demand or claim against the Department and will be entitled to be paid by the Grantee for all damages.

**3.12 Insurance.** The Grantee shall provide Workers' Compensation Insurance or the same, as required, and shall accept full responsibility for the payment of Unemployment Insurance, premiums for Workers' Compensation, Social Security, and retirement and health insurance benefits, as well as all income tax deductions required by law for its employees who are performing services specified by the grant agreement.

**3.13 Return of Funds.** The Grantee shall return to the Department any and all funds that are determined by the Department to have been spent in violation of the grant agreement.

## SECTION 4

## APPLICATION PROCESS

**4.1 Term and Application.** Applications shall be printed or typed on the Department's current approved forms included in this document or on the Excel spreadsheet available at [www.illinoisenergy.org](http://www.illinoisenergy.org). Electronic submissions must be submitted as one attachment.

4.1.1 Each application submitted under these guidelines must include all of the information  
Guidelines

required in the grant application documentation set forth in Appendix A, also located in Application Tab of Excel spreadsheet.

- 4.1.2 For Standard Incentive projects, where the applicant seeks an incentive for specified equipment, the application must also contain the appropriate incentive worksheets and documentation set forth in Appendix B.
- 4.1.3 For Custom Incentive projects, where the applicant seeks an incentive for projects not included in the Standard Incentive Program, the application must also contain the appropriate grant application documentation set forth in Appendix C.
- 4.1.4 Applicants are strongly encouraged to submit a Pre-approval Application to reserve funding for Standard and Custom incentives. A Pre-approval Application must be submitted prior to project installation. The pre-approval process assures that the calculations and methodology used to estimate the energy impacts meet the program requirements. Incentives will be based on the actual energy savings achieved as determined in the final application and the pre-approval process is not a guarantee of an incentive. The incentives for certain measures may be disallowed or reduced if a Pre-approval Application is not submitted and the Department is unable to determine measure eligibility due to an inability to document qualifying pre-retrofit equipment. Pre-inspection may be required prior to project installation.
- 4.1.5 The Department will review the Pre-approval Application for completeness of customer information. Funds will be reserved until May 15, 2012. A letter acknowledging reservation of funds will be sent to the applicant.
- 4.1.6 The Final Application, reflecting the measures and equipment actually installed, must be submitted within 45 days of project completion and no later than May 15, 2012. Project documentation, such as copies of dated invoices for the purchase and installation of the measures and/or product specification sheets, is required.
- 4.1.7 Applications under this program will be accepted on an ongoing basis, beginning on June 1, 2011 subject to funding availability. No new applications for the Program Year ending May 31, 2012 will be accepted after April 15, 2012.
- 4.1.8 Incentive applications will be accepted at the following address:

Illinois Department of Commerce and Economic Opportunity (DCEO)  
Illinois Energy Office  
Attn: Illinois Energy Now  
500 E. Monroe Street  
Springfield, IL 62701  
(TDD 217/785-6055)

or electronically at the following email address: [illinois.energy@illinois.gov](mailto:illinois.energy@illinois.gov). Electronic submissions **must be submitted as one attachment**.

**4.2 General Review and Evaluation.** The Department will review and evaluate applications in the order in which they are received and grants and rebates will be awarded as funding is available. Applications will first be reviewed to determine eligibility and completeness as specified under Section 2 and Section 4.1 and for compliance with the EEP statutory requirements. Ineligible or otherwise incomplete

applications will be immediately rejected and returned to the applicant.

**4.3 Incentives.** The applicant must submit final completion certification to the Department within 45 days of the project completion. This certification must include the project completion and system operation dates. Applicants are also required to provide any information that may be required by the Independent Evaluator to assure Department compliance. Applications that satisfy the general review of Section 4.2 and provide certification of completion will be processed subject to Department approval. For incentives over \$50,000, the Department will incorporate a statement of work, budget, and grant requirements into a Grant Agreement between the Department and the Grantee. The Grant Agreement will require the Grantee's signature before the final Department approval.

**4.4 Evaluation Criteria.** Applications satisfying the general review of Section 4.2 will be evaluated on the basis of the following criteria. The evaluation criteria have been developed to allow the Department to identify those projects that best achieve the goals and objectives of the Department's PSEE Program.

- 4.4.1 Overall quality of the application including measurable project goals, tasks and activities, a well developed work plan, and easily identifiable deliverables.
- 4.4.2 Likelihood that project will be completed, potential to accomplish defined objectives, and technical feasibility.
- 4.4.3 Potential for the project to encourage investment in energy efficiency measures and support economic development in the state of Illinois through job creation and business development.
- 4.4.4 Cost-effectiveness in energy saved per program dollar spent.
- 4.4.5 Capability of the applicant including previous experience and additional professional resources available.
- 4.4.6 Other criteria as determined by the Department to be in the best interest of the State of Illinois.

**4.5 Rejection of Applications.** The Department reserves the right to reject any application. The submission of an application under these guidelines confers no right upon any applicant. The Department is not obligated to award any grants or rebates under this program or to pay any costs incurred by the applicant in the preparation and submission of an application, or pay any grant or rebate related costs incurred prior to the grant beginning date.

APPENDIX A APPLICATION FORMS AND WORKSHEETS

## PROGRAM CONTACT INFORMATION

Check for availability of funds at [www.illinoisenergy.org](http://www.illinoisenergy.org) under the Energy Efficiency link before submitting an application to DCEO. Funds availability is listed by participating utility and their delivered energy type (electric or gas). You may only apply for incentives in those participating utility service territories that show “funds available” on the website. Section 2 of the Guidelines lists the eligibility criteria to determine whether your project qualifies for electric only, gas only, or both electric and gas incentives.

For additional information on the  
DCEO Illinois Energy Now Public Sector Electric and Natural Gas Program  
Standard and Custom Incentives:

Visit our website at  
[www.illinoisenergy.org](http://www.illinoisenergy.org)

or

(TDD: 1-800-785-6055)

or

Email us at  
[illinois.energy@illinois.gov](mailto:illinois.energy@illinois.gov)

Applicants are encouraged to use the Excel spreadsheet application forms (available at [www.illinoisenergy.org](http://www.illinoisenergy.org)) and submit them electronically at: [illinois.energy@illinois.gov](mailto:illinois.energy@illinois.gov). Electronic submissions **must be submitted as one attachment**.

Paper applications may be mailed or delivered to DCEO’s program office:  
Note: Save paper and only submit forms relevant to project

Illinois Department of Commerce and Economic Opportunity (DCEO)  
Illinois Energy Office  
Attn: Illinois Energy Now  
500 East Monroe Street  
Springfield, IL 62701

or faxed: 217/785-2618

## APPLICATION CHECK LIST

### Pre-Approval Application must include:

- Copy of electric and/or natural gas bill (include pages that list taxes and fees applied)
- Completed Section 1, Application, Page A-3, check "Pre-approval" box
- Completed Section 2, Building/Facility Information (for each Building), Page A-4
- Signed Section 3, Applicant Certification, Page A-5
- Manufacturer spec sheets
- Applicable Standard Incentive Worksheet(s) – Appendix B, or Custom Incentive Worksheet(s) – Appendix C for each building.
- For lighting projects, submit a Light Survey\* for each building (sample form available for your use at [www.illinoisenergy.org](http://www.illinoisenergy.org) under Energy Efficiency)

### Final Application must include:

- Copy of electric and/or natural gas bill (include pages that list taxes and fees applied), unless submitted with Pre-Approval
- Completed Section 1, Application, Page A-3, check "Final" box
- Completed Section 2, Building/Facility Information (for each Building), Page A-4
- Signed Section 3, Applicant Certification, Page A-5
- Manufacturer spec sheets, unless submitted with Pre-Approval or if equipment updated
- Updated Standard Incentive Worksheet(s) – Appendix B, or Custom Incentive Worksheets (s) – Appendix C for each building
- Invoices and receipts
- For lighting projects, submit a Final Light Survey\* for each building (sample form available for your use at [www.illinoisenergy.org](http://www.illinoisenergy.org) under Energy Efficiency)

\*Light Survey for **new fixtures** to include: room/area, quantity of existing fixtures, description and wattage of existing fixtures, quantity of new fixtures, description and wattage of new fixtures.

\*Light Survey for all lighting **retrofits** to include: room/area, quantity, description of existing fixtures, number of lamps in existing fixtures and number of lamps in retrofit fixtures. Lamp total shall match number of lamps indicated in the Lighting Incentive Spreadsheet. Retrofit lamps and ballasts shall be listed at: <http://www.cee1.org/com/com-lt/com-lt-main.php3>

\*Light Survey for Occupancy Sensors to include: room/area, wattage of fixtures controlled.



**SECTION 2: BUILDING/FACILITY INFORMATION**

**Complete this Page A-4 for each building included in this Application.**

If your application includes more than one building/facility, a separate Appendix A, Section 2, Page A-4, plus all associated worksheets (Appendices B & C) must be filled out for each building/facility and submitted as part of this application.

Location Name of Building/Facility:		
Address:	City:	Zip: _____ - _____
Electric Utility Account Number: _____	Gas Utility Account Number _____	
Electric Meter Number*: _____	Gas Meter Number*: _____	
Project Cost for this Building/Facility: \$ _____		

\*If multiple meters, just list one meter number.

Required:        **Attach Electric Bill**            **Attach Natural Gas Bill**

**Please include pages of bills that list Taxes and Fees applied**

Check for availability of funds at [www.illinoisenergy.org](http://www.illinoisenergy.org) under the Energy Efficiency link before submitting an application to DCEO.

Subject to funding availability:

Where the public sector facility is located in Ameren Illinois or ComEd electric service areas, facility is eligible for electric efficiency incentives for those measures that produce electric savings. Measures include; lighting, electric HVAC equipment, motors, electric kitchen equipment.

Where the public sector facility is located in Ameren Illinois, Nicor Gas, Peoples Gas or North Shore Gas natural gas service areas, facility is eligible for natural gas efficiency incentives for those measures that produce natural gas savings. Measures include; natural gas HVAC equipment, natural gas water heaters, natural gas kitchen equipment.

Where the public sector facility is located in both a participating electric service area and natural gas service area, facility is eligible for both electric and natural gas efficiency incentives.

**SECTION 3: APPLICANT CERTIFICATIONS FOR STANDARD AND CUSTOM INCENTIVE PROGRAMS**

Applicant hereby certifies that:

- For electric energy projects, the project received electric delivery service from Ameren Illinois or ComEd. **A copy of the electric utility bill or other documentation must be submitted with this Application.**
- For natural gas energy projects, the project received natural gas delivery service from Ameren Illinois, Nicor, Peoples or North Shore. **A copy of the gas utility bill or other documentation must be submitted with this Application.**
- All authorizations required to perform the project, described in its application, have either been obtained or will be obtained no later than 90 days following the grant beginning date set forth in the Notice of Grant Award issued by the Department.
- The project complies with all applicable state, federal, and local environmental and zoning laws, ordinances, and regulations and that all required licenses, permits, etc., have either been obtained or will be obtained no later than 90 days following an award by DCEO.
- It is not in violation of the prohibitions against bribery of any officer or employee of the State of Illinois as set forth in 30 ILCS 505/10.1.
- It has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-3 and 5/33 E-4).
- It is not in violation of the Educational Loan Default Act (5 ILCS 385/3).
- I understand that the State Finance Act, 30 ILCS 105/30 may apply and that payments under this incentive program are contingent upon the existence of a valid appropriation, and that no officer, institution, department, board or commission shall contract any indebtedness on behalf of the State, or assume to bind the State in an amount in excess of the money appropriated, unless expressly authorized by law.
- I understand that the Illinois Prevailing Wage Act (820 ILCS 130/0.01) may apply and that Grantees are responsible for determining if their projects will trigger compliance.
- As of the submittal date, the information provided in its application is accurate, and the individual signing below is authorized to submit this application.

\_\_\_\_\_  
Authorized Official (signature)\*

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Typed/Printed Name

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
FEIN Number (9 digits, Federal Employment  
Id Number, does not start with "E")

\_\_\_\_\_  
Name of Public Entity

\_\_\_\_\_  
Authorized Signature Address

\_\_\_\_\_  
Authorized Signature City, 9 Digit Zip (find 9-Digit Zip at <http://zip4.usps.com/zip4/welcome.jsp> )

\_\_\_\_\_  
Authorized Signature E-mail Address

\* Electronic Signatures not acceptable. Please supply Certifications (this page) with original signature via e-mail, fax, or electronically (scanned document)

APPENDIX B: STANDARD INCENTIVE PROGRAM WORKSHEETS

For these Standard Incentive Program **Incentive Worksheets and Specs**, DCEO encourages the use of the Excel spreadsheet, ***Public Sector Application Certification Incentive Worksheets and Specs.xls***, available at [www.illinoisenergy.org](http://www.illinoisenergy.org) under the ***Energy Efficiency*** link.

Building/Facility \_\_\_\_\_ Address: \_\_\_\_\_ Project # \_\_\_\_\_

Lighting Incentive Worksheet - DCEO Public Sector Energy Efficiency Program 2011-2012				
Equipment Type	(A) Incentive	Unit	(B) # of Units	(A*B) Incentive \$
<b>Compact Fluorescent Lamps (Screw-in)</b>				
15 W or Less	\$1.50	Lamp		
16 W - 26W	\$1.50	Lamp		
27 W or Greater	\$2.00	Lamp		
<b>Hardwired Compact Fluorescent Fixtures</b>				
29 W or Less	\$45.00	Fixture		
30 W or Greater	\$82.00	Fixture		
<b>Delamp, Permanent Lamp Removal – (Pre-approval application is required)</b>				
Delamp, 4-foot Lamp, Ballast, Holders	\$12.00	Lamp		
Delamp, 8-foot Lamp, Ballast, Holders	\$15.00	Lamp		
Delamp, 4-foot Lamp, add Reflector	\$22.00	Lamp		
Delamp, 8-foot Lamp, add Reflector	\$29.00	Lamp		
<b>High Performance or Reduced Wattage 4-foot T8</b>				
4-foot Lamp and Ballast	\$13.00	Lamp		
4-foot Reduced Watt Lamp Only	\$1.50	Lamp		
<b>Reduced Wattage 8-foot T8</b>				
8-foot Lamp and Ballast	\$22.00	Lamp		
8-foot Lamp Only	\$2.50	Lamp		
<b>Specialty T8 Lamps and Ballasts</b>				
4-foot U Tube and Ballast	\$7.00	Lamp		
2-foot Lamp and Ballast	\$7.00	Lamp		
3-foot Lamp and Ballast	\$12.00	Lamp		
<b>LED Lighting</b>				
LED T-1 Electroluminescent Exit Signs	\$25.00	Signs		
LED Lamp/Fixture	\$15.00	Lamp		
<b>Metal Halide</b>				
Integrated Ballast Ceramic Metal Halide Lamps	\$7.50	Fixture		
Pulse Start or Ceramic, 100W or Less	\$33.00	Fixture		
Pulse Start or Ceramic, 101W – 200W	\$57.00	Fixture		
Pulse Start or Ceramic, 201W – 350W	\$66.00	Fixture		
<b>Induction Lighting</b>				
Interior Induction Fixture 160W or less	\$45.00	Fixture		
Interior Induction Fixture greater than 160W	\$90.00	Fixture		
<b>Controls</b>				
Occupancy Sensors	\$0.16	Connected Watts Controlled		
Plug Load Occupancy Sensor	\$15.00	Sensor		
Bi-Level Stairwell/Hall/Garage Fixtures w/ integrated sensors	\$70.00	Fixture		
<b>T8/T5 New Fluorescent Fixtures with Electronic Ballast (Pre-approval application is required)</b>				
Total Existing Fixture Watts less total New Fixture Watts	\$0.75	Connected Watt Reduction		
Total Existing Fixture Watts less total New Fixture Watts	\$0.75			
Total Existing Fixture Watts less total New Fixture Watts	\$0.75			
<b>LED traffic signal modules. LED Signal Head consists of 1 red, 1 green and 1 yellow ball module. Arrow and Pedestrian LED Modules consist of 1 module (any color). Pedestrian Combo consists of walk/hand/countdown.</b>				
8" Traffic LED Signal Head	\$125.00	Module		
12" Traffic LED Signal Head	\$150.00	Module		
8" Arrow LED Module	\$33.00	Module		
12" Arrow LED Module	\$57.00	Module		
8"-9" Pedestrian LED Module	\$49.00	Module		
12" Pedestrian LED Module	\$57.00	Module		
16"x18" Pedestrian Combo	\$57.00	Module		
Total				

## LIGHTING SPECIFICATIONS

All lighting projects are expected to comply with the Illuminating Engineering Society of North America (IESNA) recommended lighting levels or the local code.

### **Compact Fluorescent Lamps (Screw-in)**

Incentive applies for retrofitting screw-in compact fluorescent lamps (CFLs) and applies only if an incandescent or high intensity discharge (HID) lamp is being replaced. All screw-in CFLs must be ENERGY STAR®-rated. The lamp/ballast combination must have an efficacy of  $\geq 40$  lumens per Watt (LPW). For screw-in CFLs, electronic ballasts are required for lamps  $\geq 18$  Watts.

### **Hardwired Compact Fluorescent Fixtures**

Incentive applies to new or retrofit hardwired interior CFL fixtures, only complete new fixtures or modular hardwired retrofits with hardwired electronic ballasts qualify. The CFL ballast must be programmed start or programmed rapid start with a power factor (PF)  $\geq 90$  and a total harmonic distortion (THD)  $\leq 20\%$ .

### **De-lamp, Permanent Lamp Removal**

Incentive applies for de-lamping, permanent removal, of existing fluorescent lamps. De-lamp is the net reduction in the number of lamps in a fixture. Applicants are responsible for determining whether or not to use reflectors in combination with lamp removal in order to maintain adequate lighting levels. Lighting levels are expected to meet the Illuminating Engineering Society of North America (IESNA) recommended light levels. Unused lamps, lamp holders, and ballasts must be permanently removed from the fixture and disposed of in accordance with local regulations. This measure is applicable when retrofitting from T12 lamps to T8 lamps or reconfiguring a T8 fixture to reduce the number of lamps. Removing lamps from a T12 fixture that is not being retrofitted with T8 lamps are not eligible for this incentive. A **Pre-approval Application is required** for lamp removal projects in order for DCEO to conduct a pre-retrofit inspection.

### **High Performance 4-foot T8 Lamps and Ballast**

Incentive applies for retrofitting existing T12 lamps and magnetic ballasts with high performance T8 lamps and electronic ballasts. This measure is based on the Consortium for Energy Efficiency (CEE) high performance T8 specification ([www.cee1.org](http://www.cee1.org)). A list of qualified lamps and ballasts can be found at: <http://www.cee1.org/com/com-lt/com-lt-main.php3>. Indicate from the list which lamps and ballasts will be installed. You may attach the list and circle the items that will be used. Both the lamp and ballast must meet the specification in order to qualify for an incentive. Incentives for this measure are calculated per lamp installed.

### **Reduced Wattage 4-foot T8 Lamps and Ballasts**

Incentive applies for retrofitting T12 systems with reduced wattage T8 lamps and electronic ballast systems. The lamps and ballasts must meet the Consortium for Energy Efficiency (CEE) specification ([www.cee1.org](http://www.cee1.org)). Qualified lamps and ballast products can be found at <http://www.cee1.org/com/com-lt/com-lt-main.php3>. Indicate from the list which lamps and ballasts will be installed. You may attach the list and circle the items that will be used. Both the lamp and ballast must meet the specification in order to qualify for an incentive. Incentives are calculated per lamp installed.

### **Reduced Wattage 4-foot T8 Lamp Only**

Incentive applies for the replacement of existing 32 Watt T8 lamps with reduced wattage T8 lamps when electronic ballast is already present. The lamps must be reduced wattage in accordance with the Consortium for Energy Efficiency (CEE) specification ([www.cee1.org](http://www.cee1.org)). Qualified products can be found at <http://www.cee1.org/com/com-lt/com-lt-main.php3>. Indicate from the list which lamps and ballasts will be installed. You may attach the list and circle the items that will be used. The nominal wattage of new lamps must be 28 Watts ( $\geq 2585$  Lumens) or 25 Watts ( $\geq 2400$  Lumens) to qualify.

### **Reduced Wattage 8-foot T8 Lamps and Ballast**

Incentive applies for retrofitting existing 8-foot T12 lamps and magnetic ballasts with reduced wattage 8-foot T8 lamps and electronic ballasts. Lamps must have a minimum mean lumen per watt (MLPW) of 90 and must have a nominal wattage  $\leq 57$  Watts. A manufacturer's specification sheet must accompany the application.

## **LIGHTING SPECIFICATIONS**

### **Reduced Wattage 8-foot T8 Lamps Only**

Incentive applies for the replacement of existing 59 Watt T8 lamps with reduced wattage 8-foot T8 lamps. Lamps must have a minimum mean lumen per watt (MLPW) of 90 and must have a nominal wattage  $\leq$  57 Watts. The incentive level is calculated on a per lamp basis and ballast replacement is not necessary. A manufacturer’s specification sheet must accompany the application.

### **U-Tube T8 Lamps and CEE Qualified Ballasts**

Incentive applies for retrofitting existing U-Tube T12 lamps and magnetic ballasts with U-Tube T8 lamps and CEE qualified electronic ballasts. The lamp must have a color rendering index (CRI)  $\geq$  80. Qualified ballasts can be found at: <http://www.ceel.org/com/com-It/com-It-main.php3>. A manufacturer’s specification sheet must accompany the application.

### **2 and 3 foot T8 Lamps and Ballasts**

Incentive applies for retrofitting existing T12 lamps and magnetic ballasts with T8 lamps and electronic ballasts. The lamp must have a color rendering index (CRI)  $\geq$  80 and the ballast must have a total harmonic distortion (THD)  $\leq$  32% at full light output, and the power factor (PF) must be  $\geq$  0.90. A manufacturer’s specification sheet must accompany the application.

### **Exit Signs**

Incentive applies for the replacement or retrofit of an existing incandescent or fluorescent exit sign with a high efficiency electroluminescent, photoluminescent, T1 cold cathode and light-emitting diode (LED) exit signs. All new exit signs or retrofit exit signs must be UL 924 listed, have a minimum lifetime of 10 years, and have an input wattage  $\leq$  5 Watts per face.

### **LED Lamp**

Incentive applies for retrofitting 20-100 Watt incandescent lamps with LED integral lamps (screw-in base or pin-type). LED Lamp wattage must be  $<$  20 Watts and meet current ENERGY STAR<sup>®</sup> criteria. See [www.energystar.gov](http://www.energystar.gov) for more information. Other LED projects may be eligible under the Custom Incentive Program.

### **Integrated Ballast Ceramic Metal Halide Lamps**

Incentive applies for the replacement of incandescent lamps with integrated, electronic, self-ballasted metal halide lamps. Qualifying lamps are  $\leq$  25 Watts integrated ballast ceramic metal halide PAR lamps with a rated life of 10,500 hours or greater.

### **Metal Halide Fixtures - Pulse Start or Ceramic**

Incentive applies for retrofitting high intensity discharge fixtures with either pulse start metal halide or ceramic metal halide fixtures. Total replacement wattage must be lower than existing wattage to insure energy savings. Retrofit kits may be used on existing mercury vapor, standard metal halide or high pressure sodium fixtures only.

### **Interior Induction Fixtures**

Incentive applies for new or retrofit hard-wired induction fixtures. New fixtures must replace, one for one, existing incandescent, mercury vapor, T12 High or Very High Output fluorescent, standard metal halide or high pressure sodium fixtures in interior installations. The new or retrofit induction fixture must have a color rendering index (CRI) of  $\geq$  80 and a mean efficacy of  $\geq$  50. The wattage of new fixtures must be lower than wattage of fixture being replaced. The wattage range is complete fixture wattage not nominal lamp wattage. The retrofit must not void the fixture UL listing. Exterior induction lights may be eligible under the Custom Incentive Program.

Basecase Wattage	Replacement Fixture Wattage (Maximum)
$\geq$ 400 Watt	399W
250 – 399 Watt	249W
101 – 249 Watt	160W
$\leq$ 100 Watt	95W

## LIGHTING SPECIFICATIONS

### Occupancy Sensors

Incentive applies for new passive infrared, ultrasonic detectors and fixture-integrated sensors or sensors with a combination thereof are eligible. All sensors must be hard-wired and control interior lighting fixtures. The incentive is per Watt controlled. To assist in rebate processing, please provide the inventory of the controlled fixtures with the Application.

### Plug Load Occupancy Sensors

Incentive applies to new passive infrared and/or ultrasonic detectors only. Plug-load sensors must control electricity using equipment in office or cubicles, including lighting, shared copiers, and/or printers.

### Bi-Level Stairwell/Hall/Garage Fixtures with Integrated Sensors

Incentive applies for the replacement of existing two-lamp T12 fixtures with new hardwired two-lamp T8 fluorescent fixtures with electronic ballasts and manufacturer integrated occupancy sensors used in areas where code requires lighting 24 hours a day (such as stairwells, hall, and garages). Fixtures with manual override capabilities are not eligible. During occupied periods, the fixture should operate at full light output. During unoccupied periods, the fixture should operate at lower light output and wattage. This measure is not eligible for the occupancy sensor or T12 to T8 incentive.

### New T8/T5 Fluorescent Fixtures with Electronic Ballast (Pre-Approval Required)

Incentive applies for the replacement of existing fixtures with **new fixtures containing T8 or T5 lamps** and electronic ballasts. The T8 or T5 lamps must have a color rendering index (CRI)  $\geq 80$ . The electronic ballast must be high frequency ( $\geq 20$  kHz), UL listed, and warranted against defects for 5 years. Ballasts must have a power factor (PF)  $\geq 0.90$ . Ballasts for 4-foot lamps must have total harmonic distortion (THD)  $\leq 20\%$  at full light output. For 2- and 3-foot lamps, ballasts must have THD  $\leq 32\%$  at full light output. High output T5/T8 lamps also qualify for this rebate.

Incentives for this measure are calculated based on the reduction in connected watts. **A Pre-approval Application is required** for this measure in order for DCEO to conduct a pre-retrofit inspection. Specifications of the new fixtures must accompany the final application. Incentives are only available for new fixtures. Retrofit Kits are not considered new fixtures.

Projects with metal halide, T8, or T5 measures that have documented operating hours exceeding 6,000 per year (such as 24-hour facilities) may apply under the Custom Incentive Program.

Note: PCB ballasts and lamps are hazardous materials and should be disposed of properly.

### LED Traffic and Pedestrian Signals

Incentive applies for the replacement or retrofit of existing incandescent traffic signals with new LED traffic and pedestrian signals. Each lamp must have a maximum LED module wattage of 25. Incentives are not available for spare lights. Lights must be hardwired and single lamp replacements are not eligible, with the exception of pedestrian hand signals. The traffic signal LED modules shall fully comply with the Institute of Transportation Engineers (ITE) latest adopted specifications.

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**HVAC and Water Heaters Incentive Worksheet**

Electric Equipment Type	Code	Size Category	Qualifying Efficiency	Incentive
Unitary and Split System Air Conditioning and Air Source Heat Pump	EH0	< 65,000 Btuh (5.4 tons)	≥ 15 SEER	\$100 per Ton
	EH1	≥ 65,000 Btuh and < 240,000 Btuh (5.5 - 20 Tons)	≥ 12 EER	\$100 per Ton
	EH2	≥ 240,000 Btuh and < 760,000 Btuh (21-63 Tons)	≥ 10.8 EER	\$100 per Ton
	EH3	≥ 760,000 Btuh (63 tons)	≥ 10.2 EER	\$100 per Ton
Water-Cooled Chillers	EH4	ALL	Level 1 (see specifications)	\$33.00 per Ton
	EH5		Level 2 (see specifications)	\$66.00 per Ton
Air-Cooled Chillers	EH6	ALL	Level 1 (see specifications)	\$50.00 per Ton
	EH7		Level 2 (see specifications)	\$100.00 per Ton
Room Air Conditioners	EH8	ALL	See specifications	\$83.00 per Ton
PTAC/PTHP Packaged Terminal Air Conditioners or Heat Pumps	EH9	ALL	EER > 13.08-(0.2556 x Btuh Capacity/1000)	\$50.00 per Ton
Natural Gas Equipment Type		Size Category	Qualifying Efficiency	Incentive
Natural Gas Furnaces	GH1	ALL	92% AFUE	\$5.00 per kBtuh
	GH2	ALL	94% AFUE	\$6.00 per kBtuh
	GH3	ALL	96% AFUE	\$7.00 per kBtuh
Natural Gas Boilers	GH4	≤ 300,000 Btuh	AFUE > 85%	\$2.00 per kBtuh
	GH5	≤ 300,000 Btuh	AFUE > 90%	\$3.50 per kBtuh
	GH6	> 300,000 Btuh and ≤ 1,000,000 Btuh	TE > 90%	\$3.00 per kBtuh

Equipment Type	Code	Make & Model	Unit Efficiency	(A) Unit Size (tons or kBtuh)	(B) Quantity	(C) Incentive per unit (ton or kBtuh)	(AxBxC) Incentive \$

### HVAC and Water Heaters Incentive Worksheet

#### Ground Source Heat Pump (GSHP)

Baseline	GSHP Make and Model	GSHP Efficiency (EER)	(A) Unit Size (Tons)	Incentive \$ per Ton (B)	(AxB) Incentive \$
All Electric				= 600 + (50* (EER-15))	
Electric HVAC and Natural Gas Heating				= 250 + (50* (EER-15))	
Existing GSHP ≤13 EER				\$200	

#### Natural Gas Water Heater

Natural Gas Fired Water Heater	Size	Unit Efficiency	(A) Incentive \$ per unit	(B) Quantity	(AxB) Incentive \$
Natural Gas Water Heater Tanked	≥ 75 kBtuh input ≥ 50 gallon capacity	Energy Factor ≥ 0.65	\$300 per Unit		
Natural Gas Water Heater Tankless	≥ 5 GPM output @ 70°F temperature rise ≥ 50 gallon capacity	Energy Factor ≥ 0.82	\$750 per Unit		
Natural Gas Water Heater Tanked Condensing	≥ 75 kBtuh input ≥ 50 gallon capacity	Energy Factor ≥ 0.80	\$600 per Unit		

## HVAC and WATER HEATERS SPECIFICATIONS

### Unitary and Split System Air Conditioning, Air Source Heat Pumps

Incentive applies for new unitary air conditioning units or air source heat pumps that meet or exceed the qualifying cooling efficiency shown in the HVAC Incentive Worksheet Table. Systems can be either split systems or single package units. Water-cooled systems, evaporative coolers, and water source heat pumps do not qualify under this program, but may qualify under the Custom Incentive Program. The efficiency of split systems is based on an Air Conditioning, Heating and Refrigeration Institute (AHRI) reference number. All packaged and split system cooling equipment must meet AHRI Standards (210/240, 320 or 340/360), and be UL listed. The refrigerant must comply with local codes. All required efficiencies are based on the Consortium for Energy Efficiency (CEE) high efficiency commercial air conditioning and heat pump specifications ([www.cee1.org](http://www.cee1.org)). **A manufacturer's specification sheet indicating the system efficiency must accompany the application.** Disposal of the existing unit must comply with local codes and ordinances.

### Water- and Air-cooled Chillers

Incentive applies for new chillers where rated kW/ton for the Integrated Part Load Value (IPLV) is less than or equal to the qualifying Level 1 and Level 2 efficiency shown in the table below. The chiller efficiency rating must be based on AHRI Standard 550/590-2003 for IPLV conditions and not based on full-load conditions. The chillers must meet AHRI Standards 550/590-2003 and be UL listed. The refrigerant must comply with local codes. The AHRI net capacity value should be used to determine the chiller tons. **A manufacturer specification sheet with the rated kW/Ton-IPLV or COP-IPLV must accompany the application.** Qualifying efficiencies for chillers are summarized below.

Chiller type	Size (Tons)	Level 1 kW per Ton IPLV	Level 2 kW per Ton IPLV
Scroll or Helical-Rotary	< 150	0.55	0.49
	150 to 299	0.52	0.46
	>= 300	0.49	0.43
Centrifugal	< 300	0.54	0.48
	300 to 599	0.49	0.44
	>= 600	0.49	0.43
Reciprocating	ALL	0.63	0.56
Air-Cooled	ALL	1.04	0.86

### Room Air Conditioners

Incentive applies for new through-the-wall (or built-in) self-contained room air conditioning units that are ≤ 2 tons. Room air conditioners must meet Super Efficient Home Appliance (SEHA) Tier 1 standards. The minimum requirements and eligible equipment are listed in the CEE high efficiency room air conditioning specifications ([www.cee1.org](http://www.cee1.org)). The qualifying efficiencies are listed in table below. Disposal of existing unit must comply with local codes and ordinances.

Size (Btuh)	SEHA Tier 1 (EER)
< 8,000 (0.67 Tons)	11.2
8000 to 13,999 (0.67-1.2 Tons)	11.3
14,000 to 19,999 (1.3-1.7 Tons)	11.2
>= 20,000 (>1.7 Tons)	9.8

### Packaged Terminal AC and Heat Pump Units (PTAC/PTHP)

Incentive applies for new through-the-wall self contained packaged terminal air conditioners and heat pumps ≤ 2 tons (24,000 Btuh). Only units that have an Energy Efficiency Ratio (EER) > 13.08 – (0.2556 \* Capacity / 1000), where capacity is in Btuh, qualify for the incentive. All EER values must be rated at 95°F outdoor dry-bulb temperature.

### Natural Gas-Fired Furnace

Incentive applies to the installation of new natural gas-fired furnace that replaces existing natural gas-fired furnace. Furnace shall be ENERGY STAR qualified [www.energystar.gov](http://www.energystar.gov) and meet Minimum Annual Fuel Utilization Efficiencies (AFUE) of ≥ 92%. Incentive based on kBtu input.

### Boilers

Incentive applies to the installation of new natural gas-fired boiler. Incentive is based on kBtu input. Boiler >1MMBtuh (1,000,000 Btuh) may be eligible for the Custom Incentive Program.

## HVAC and WATER HEATERS SPECIFICATIONS

### Ground Source Heat Pumps

Incentive applies for new or retrofit Ground Source Heat Pump (GSHP) systems with Energy Efficiency Ratio (EER)  $\geq 15$  and Coefficient of Performance (COP)  $\geq 3.4$ , based on the existing system:

1. Existing System: all electric HVAC
2. Existing System: Electric Cooling, Gas Heating
3. Existing System: A previously installed GSHP with an EER of 13 or lower

Incentive applies for closed loop heat exchanger system including vertical closed loop field, horizontal closed loop field, slinky closed loop field, and closed pond loop. Other heat exchangers such as boiler/chiller water loop systems and direct expansion may be eligible under the Custom Incentive Program. Heat pump EER will be the published full load values at standard test conditions in accordance with ANSI/AHRI/ASHRAE ISO Standard 13256-1, 2: 1998 (Ground Loop Heat Pump). (Entering water temperature from ground loop: 77 °F cooling, 32 °F heating). **A manufacturer's specification sheet indicating the EER and COP must accompany the application.**

### Natural Gas Water Heaters

Incentive applies to the installation of new natural gas-fired water heaters. Qualifying units must meet specified Energy Factor (EF). Qualifying unit must follow GAMA (Gas Appliance Manufacturers Association) efficiency ratings and can be found at the AHRI (Air-Conditioning, Heating and Refrigeration Institute) website [http://cafs.ahrinet.org/gama\\_cafs/sdpsearch/search.jsp?table=CWH](http://cafs.ahrinet.org/gama_cafs/sdpsearch/search.jsp?table=CWH).

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Motors Incentive Worksheet							
NEMA Premium-Efficiency Motors – Minimum Qualifying Efficiencies							
Horse Power	3600 RPM		1800 RPM		1200 RPM		Incentive per HP
	Open	Closed	Open	Closed	Open	Closed	
25	91.7%	91.7%	93.6%	93.6%	93.0%	93.0%	\$4.50 per HP
30	91.7%	91.7%	94.1%	93.6%	93.6%	93.0%	
40	92.4%	92.4%	94.1%	94.1%	94.1%	94.1%	
50	93.0%	93.0%	94.5%	94.5%	94.1%	94.1%	
60	93.6%	93.6%	95.0%	95.0%	94.5%	94.5%	
75	93.6%	93.6%	95.0%	95.4%	94.5%	94.5%	
100	93.6%	94.1%	95.4%	95.4%	95.0%	95.0%	\$4.00 per HP
125	94.1%	95.0%	95.4%	95.4%	95.0%	95.0%	
150	94.1%	95.0%	95.8%	95.8%	95.4%	95.8%	
200	95.0%	95.4%	95.8%	96.2%	95.4%	95.8%	

Motor Make/Model	(A) Quantity	(B) Motor Size (HP)	3600	1800	1200	Open Closed		Motor Efficiency	(C) Incentive per HP (Listed in Table above)	(AxBxC) Incentive \$
			RPM	RPM	RPM	(Check one for each motor)				
Total										

**MOTORS SPECIFICATIONS**

In order to qualify for the incentive, new motors must replace old motors that would have been rewound instead of being replaced. Motors eligible for an incentive are three-phase AC induction motors, 25-200 HP, of open drip-proof (open) and totally enclosed fan-cooled (closed) classifications. Rewound motors do not qualify. Incentives are based on the motor's Nominal Full Load Efficiencies, tested in accordance with IEEE (Institute of Electrical and Electronics Engineers) Standard 112, method B, that meet or exceed the NEMA premium efficiency standards on the Motors Incentive Worksheet. The application must include the manufacturer's performance data sheet that at least shows equipment type, equipment size, model number, and efficiency rating. Applicants should consider matching RPMs of the existing pump or fan when installing energy efficient motors that inherently have higher speeds (less slip), which may affect electric energy use.

Variable-Speed Drive on ≤ 200 HP Motors	(A) VSD Size (HP)	(B) Quantity	(C) Incentive per HP	(AxBxC) Incentive \$
			\$92	
			\$92	
			\$92	
Total				

**VARIABLE-SPEED DRIVE SPECIFICATIONS**

Variable-speed drives (VSDs) which are installed on existing chillers, fans, and pumps are eligible for this incentive. New chillers with integrated VSDs are eligible under the chiller incentive. VSDs on new equipment are not eligible. The installation of a VSD must accompany the permanent removal or disabling of existing flow control devices such as inlet vanes, bypass dampers, and throttling valves. The incentive is per controlled HP. VSDs for > 200 HP and for water treatment facilities may be eligible for a custom incentive.

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<b>Kitchen Incentive Worksheet</b>				
<b>Electric Measures</b>	<b>Incentive Unit</b>	<b>(A) Quantity</b>	<b>(B) Incentive Per Unit</b>	<b>(AxB) Incentive \$</b>
ENERGY STAR® Solid Door Freezers	Per Cubic Foot		\$5.00	
ENERGY STAR Glass Door Freezers	Per Cubic Foot		\$6.00	
ENERGY STAR Glass Door Refrigerator	Per Cubic Foot		\$6.00	
Strip Curtains on Walk-In Coolers and Freezers	Per Square Foot		\$6.00	
Anti-Sweat Heater Controls	Per Linear Foot		\$25.00	
Electrically Commutated Motor for Walk-in	Per Motor		\$75.00	
Electrically Commutated Motor for Reach-in	Per Motor		\$52.00	
Refrigeration Economizer	Per Compressor HP		\$120.00	
Evaporative Fan Controls	Per Motor		\$90.00	
Automatic Door Closers for Walk-in Freezers	Per Door		\$100.00	
Beverage Machine Control	Per Unit		\$110.00	
Snack Machine Control	Per Unit		\$45.00	
ENERGY STAR Refrigerated Vending Machine	Per Unit		\$150.00	
LED Refrigeration Case Lighting	Per Door		\$60.00	
Low Flow Pre-Rinse Spray Valve - Electric Water Heater	Per Unit		\$32.00	
Low Flow Faucet Aerators - Electric Water Heater	Per Unit		\$8.00	
<b>Natural Gas Measures</b>	<b>Incentive Unit</b>	<b>(A) Quantity</b>	<b>(B) Incentive Per Unit</b>	<b>(AxB) Incentive \$</b>
Low Flow Pre-Rinse Spray Valve - Natural Gas Water Heater	Per Unit		\$32.00	
Low Flow Faucet Aerators - Natural Gas Water Heater	Per Unit		\$8.00	
Total				

<b>High-Efficiency Ice Makers</b>					
<b>Size (lbs / 24 hrs)</b>	<b>Qualifying kWh per 100 lbs</b>	<b>Installed kWh per 100 lbs</b>	<b>(A) Quantity</b>	<b>(B) Incentive per Ice Maker</b>	<b>(AxB) Incentive \$</b>
101-200	8.5			\$225.00	
201-300	7.7			\$225.00	
301-400	6.5			\$300.00	
401-500	5.5			\$340.00	
501-1000	5.2			\$450.00	
1001-1500	5.0			\$600.00	
>1500	4.6			\$600.00	
Total					

<b>Kitchen Incentive Worksheet</b>						
<b>Demand Control Ventilation for Kitchen Exhaust Hoods</b>						
		<b>New Hood</b>		<b>Retrofit Hood</b>		
<b>Unit Description</b>		<b>(A) Exhaust Fan HP</b>	<b>(B) Incentive Per HP</b>	<b>(A) Exhaust Fan HP</b>	<b>(B) Incentive Per HP</b>	<b>(AxB) Incentive \$</b>
			\$450		\$600	
			\$450		\$600	
			\$450		\$600	
<b>Total</b>						
<b>Steam Cookers</b>						
<b>Equipment Type</b>		<b>Qualifying Cooking Energy Efficiency</b>	<b>Idle Energy Rate</b>	<b>(A) Quantity</b>	<b>(B) Incentive per Steam Cooker</b>	<b>(AxB) \$ Incentive</b>
Electric Steam Cookers	3-pan	≥ 50%	≤ 400 W		\$450	
	4-pan	≥ 50%	≤ 530 W		\$500	
	5-pan	≥ 50%	≤ 670 W		\$550	
	6-pan and larger	≥ 50%	≤ 800 W		\$600	
<b>Equipment Type</b>		<b>Qualifying Cooking Energy Efficiency</b>	<b>Idle Energy Rate</b>	<b>(A) Quantity</b>	<b>(B) Incentive per Steam Cooker</b>	<b>(AxB) \$ Incentive</b>
Natural Gas Steam Cookers	3-pan	≥ 38%	≤ 6,250 Btu/h		\$250	
	4-pan	≥ 38%	≤ 8,350 Btu/h		\$300	
	5-pan	≥ 38%	≤ 10,400 Btu		\$350	
	6-pan and larger	≥ 38%	≤ 12,500 Btu/h		\$400	

## KITCHEN SPECIFICATIONS

### **ENERGY STAR Solid Door Freezers (for replacement only)**

Incentive applies for replacement commercial food-grade ENERGY STAR listed refrigerator or freezer. Outer doors on all sides of the unit must be solid doors, doors may be sliding or hinged. Specifications for qualifying products can be found at [www.energystar.org](http://www.energystar.org) under high efficiency commercial refrigerators and freezers key product criteria.

### **ENERGY STAR Glass Door Freezers and Refrigerators (for replacement only)**

Incentive applies for replacement ENERGY STAR listed refrigerator or freezer. Outer doors on at least one side of the unit are glass doors, doors may be sliding or hinged. Specifications for qualifying products can be found at [www.energystar.org](http://www.energystar.org) under high efficiency commercial refrigerators and freezers key product criteria.

### **Strip Curtains on Walk-in Coolers and Freezers**

Incentive applies for new strip curtains or clear plastic swinging doors installed on doorways of walk-in boxes and refrigerated warehouses. This incentive is not available for display cases or replacing existing strip curtains that have useful life left. Incentive is based on square footage of doorway.

### **Anti-Sweat Heater Controls**

Incentive applies for the installation of anti-sweat heater controls that sense the relative humidity in the air outside of the display case and reduces or turns off the glass door (if applicable) and frame anti-sweat heaters at low-humidity conditions. Technologies that can turn off anti-sweat heaters based on sensing condensation (on the inner glass pane) also qualify. Incentive is based on the total linear footage of the case.

### **Electrically Commutated (EC) Evaporator Fan Motor (Reach-In or Walk-in Refrigerated Cases)**

Incentive applies for the replacement of an existing standard-efficiency shaded-pole evaporator fan motor in refrigerated display cases or fan coil in walk-ins. The replacement unit must be an Electronically Commutated Motor (ECM). This measure cannot be used in conjunction with the Evaporator Fan Controls measure.

### **Refrigeration Economizer**

Incentive applies for the installation of economizers and controls for walk-in coolers at least 1,000 cu ft. in size. The outdoor air and exhaust dampers must close automatically when the outside air temperature exceeds 34° F.

### **Evaporative Fan Controls**

Incentive applies for the installation of controls in medium temperature walk-in coolers. The controller reduces airflow of the evaporator fans when there is no refrigerant flow. The measure must control a minimum of 1/20 HP where fans operate continuously at full speed. The measure also must reduce fan motor power by at least 75% during the off cycle.

This measure is not applicable if any of the following conditions apply:

- 1) The compressor runs all the time with high duty cycle
- 2) The evaporator fan does not run at full speed all the time
- 3) The evaporator fan motor runs on poly-phase power
- 4) The evaporator fan motor is not shaded-pole or permanent split capacitor (PSC)
- 5) Evaporator does not use off-cycle or time-off defrost.

### **Automatic Door Closer for Walk-in Freezers**

Incentive applies for the installation of an auto-closer to the main insulated opaque door(s) of a walk-in freezer. The auto-closer must firmly close the door when it is within one inch of full closure.

### **Beverage and Snack Machine Controls**

Incentive applies for the installation of beverage machine (assumed to be refrigerated vending machine that contains only non-perishable bottled and canned beverages) controls. Controls for beverage and snack machines must include a passive infrared occupancy sensor to turn off fluorescent lights and other vending machine systems when the surrounding area is unoccupied for 15 minutes or longer. For the beverage machine, the control logic should power up the machine at 2-hour intervals to maintain product temperature and provide compressor protection.

### **ENERGY STAR<sup>®</sup> Refrigerated Beverage Vending Machine**

Incentive applies for the installation of an ENERGY STAR beverage vending machine. Qualifying machines can be found at [http://www.energystar.gov/ia/products/prod\\_lists/vending\\_machines\\_prod\\_list.pdf](http://www.energystar.gov/ia/products/prod_lists/vending_machines_prod_list.pdf).

### **LED Refrigeration Case Lighting**

Incentive applies for the replacement of fluorescent refrigerated case lighting with light emitting diode (LED) source illumination. Fluorescent lamps, ballasts, and associated hardware are typically replaced with pre-fabricated LED light bars and LED driver units.

## KITCHEN SPECIFICATIONS

### **Low Flow Pre-Rinse Spray Valve (Electric and Natural Gas Water Heater)**

Incentive applies for the installation of low flow pre-rinse spray valves where the water heater is electric or natural gas. Pre-rinse spray valves flow rate of 1.6 gallons per minute or less, and with a cleanability performance of 26 seconds per plate or less, based on the ASTM *Standard Test Method for Performance of Pre-Rinse Spray Valves*. Approved models listed at ([www.fishnick.com](http://www.fishnick.com)) under the equipment section.

### **Low Flow Faucet Aerators (Electric and Natural Gas Water Heater)**

Incentive applies for the installation of low flow faucet aerator where the water heater is electric or natural gas. Qualifying faucet aerators are rated at 2.75 gpm or lower.

### **High-Efficiency Ice Makers**

Incentive applies for the installation of ice machines that generate 60 grams (2 oz.) or lighter ice cubes, flaked, crushed, or fragmented ice. Only air-cooled machines qualify (self contained, ice making heads, or remote condensing). The machine must have a minimum capacity of 101 lbs of ice per 24-hour period (per day). Qualifying model numbers are listed at [www.energystar.gov](http://www.energystar.gov) or [www.cee1.org](http://www.cee1.org). A manufacturer's specification sheet must accompany the application that shows rating in accordance to AHRI standard 810.

### **Demand Control Ventilation for Kitchen Exhaust Hoods**

Incentive applies for new control system that varies the exhaust rate of kitchen ventilation (exhaust and/or makeup air fans) based on the energy and effluent output from the cooking appliances (i.e., the more heat and smoke/vapors generated, the more ventilation needed). This includes the installation of a temperature sensor in the hood exhaust collar and/or an optic sensor on the end of the hood, a variable speed drive on the exhaust fan that will vary the rate of exhaust to what is needed, and a variable speed drive on the makeup air unit, if applicable. Incentive is based on the exhaust fan HP only (not makeup air fan). VSDs on the makeup air fan do not qualify for an additional incentive.

### **Electric and Natural Gas Steam Cookers**

Incentive applies for the installation of ENERGY STAR steam cookers. Qualifying models are listed at [www.energystar.gov](http://www.energystar.gov) .

Building/Facility \_\_\_\_\_ Address: \_\_\_\_\_ Project # \_\_\_\_\_

**APPENDIX C: CUSTOM INCENTIVE PROGRAM WORKSHEETS**

**If your application includes more than one building/facility, a separate Appendix A, Section 2 plus all associated worksheets (Appendices B & C) must be filled out for each building/ facility and submitted as part of this application.**

The project will be (please check all that apply):

- Part of new facility  Addition to existing facility  Replacement for existing equipment

Is equipment operational?  Yes  No

Was the project identified in a DCEO Retro-commissioning Study?  Yes  No

**Project Description**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Existing Equipment:** Describe existing equipment and current operation strategy (i.e., operating hours, efficiency, etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Proposed Equipment:** Describe proposed equipment and current operation strategy (i.e., operating hours, efficiency, etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Calculation Method:** Briefly describe the method used to calculate annual electric energy savings in kWh and annual natural gas savings in therms (attach documentation if available)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Project Cost**(TPC) \$ _____	Measure Life (years) _____ Years
Annual Electric Savings _____ kWh/yr	Annual Natural Gas Savings _____ therms/yr
Average Cost per kWh from electric bill _____ \$/kWh	Average cost per therm from gas bill _____ \$/therm
Annual Electric Cost Savings (\$) = kWh/yr X \$/kWh \$ _____	Annual Natural Gas Cost Savings (\$) = therms/yr X \$/therm \$ _____
Payback* (Years) = TPC / [Annual Electric Cost Savings (\$) + Annual Natural Gas Cost Savings (\$)] = _____ Years	
Electric Incentive (\$) = Annual Electric Savings (kWh/yr) X Custom Incentive Rate* \$ _____	Natural Gas Incentive (\$) = Annual Natural Gas Savings (therms)/yr X \$1.25 per therm \$ _____

\*Incentive amount for Custom programs equals \$0.12 per annual kWh saved for electric measures and \$1.25 per annual therm saved for natural gas measures with a payback of 1 – 7 years and involve capital investment in new equipment. Exterior lighting incentive amount equals \$0.30 per annual kWh saved for demonstration of breakthrough equipment and devices. Maximum allowable payback for breakthrough technologies can exceed 7 years.

\*\* The total DCEO issued incentives cannot exceed 100 percent of the incremental measure cost and 75 percent of the total project cost.

## ADDITIONAL DOCUMENTATION FOR CUSTOM PROJECTS

The method and assumption used by the applicant to calculate the annual savings will be reviewed by DCEO. **DCEO is solely responsible for the final determination of the annual energy savings to be used in calculating the incentive amount.** DCEO also reserves the right to require specific measurement and verification activities such as monitoring both before and after the retrofit and to base the incentive payment on the results of these activities.

The following information should be provided as supporting documentation along with the information required in this application. DCEO reserves the right to request additional documentation if necessary to determine or verify the energy savings.

- Description of the affected facility (i.e., building type, facility size, major business activities performed).
- Concise project description: Describe BOTH the existing (pre-retrofit or “base case”) system and the proposed (post-retrofit or “efficient-case”) system. Be as precise, yet concise, as possible in the descriptions - include specific quantities and equipment descriptions.
- Provide the quantity, make, model number and rated capacity of BOTH the existing and the new equipment that is being installed including condition and age of existing equipment. Also provide other nameplate information like operating voltage and rated full load amps where appropriate. The scope of work from the proposal to the client is often helpful to describe the new equipment.
- Provide copies of the manufacturer’s specifications and/or performance rating sheets and the website address where further technical information about the equipment performance might be found.
- Identify equipment using the terminology or numbering system used by the Client. (e.g. “Replace compressor #3 with a new variable speed compressor”, or “install a VFD on VAV AHU #3,5,7,8,9).
- Provide copies of sketches, drawings, equipment lists, or inventories that help to clarify the scope.
- Describe the locations where the equipment is installed.
- Describe BOTH the facility operating hours and the equipment operating schedule for each day of the week. Where equipment operation varies with days of the week or seasons, be sure to provide a description of the operation for all days of the week and all seasons.
- Electronic files containing monitoring and trending data used to determine the savings.
- Operation schedule of the facility or the affected process.
- Describe the fractional loading of the equipment during the hours that it operates.

- Description and documentation of any model used to estimate electric and/or natural gas energy consumption (provide the actual model with its various input files if possible).
- Annotate all assumptions or constants used in engineering calculations.
- List of all assumptions utilized in estimating the savings and the source for these assumptions.
- Provide the name of the person(s) who did the savings calculations so that staff can discuss questions.
- Use accepted engineering algorithms and procedures from recognized technical organizations such as ASHRAE, SMACNA, ANSI, etc.
- Use rated performance factors tested under accepted procedures specified by recognized rating agencies such as ARI, AGA, ANSI, ASTM, etc. Provide an explanation when equipment performance rating conditions vary from standard conditions.