



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

GUIDELINES APPLICATION WORKSHEETS

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

**NEW CONSTRUCTION PROGRAM
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
500 East Monroe Street, Springfield, Illinois, 62701

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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 New Construction Program (“Public Sector NC 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”).

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 NC 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.
- 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.

“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.

“Building Energy Model” means a modeling program and analysis that complies with the LEED-NC 2.2 Performance Rating Method criteria or the Energy Policy Act of 2005 (EPA 2005) Deduction for Energy

Efficient Commercial Buildings (IRS Notice 2006-52). The list of qualified software can be found at http://www.eere.energy.gov/buildings/info/qualified_software/

“100% Design” means final drawings for the building are complete and ready for bidding.

“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.

“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 territory, 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 new construction projects or additions and renovations that exceed 15,000 square feet that produce electrical and or natural gas savings through efficiency improvements in buildings, equipment, or process. **Note: Applicants are encouraged to contact the DCEO project manager.**

- 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.
- 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. Pre-approval applications are accepted at 100% Design.
- F. Applicant must submit the information as documented in Appendix C.
- G. Process load efficiency improvements must be calculated separately. This shall follow the LEED exceptional calculation process www.usgbc.org.

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. Component projects with simple paybacks greater than the equipment life.
- E. Used equipment.
- F. Renewable energy measures.

2.5 Maximum Incentive Award.

2.5.1 The incentives are based on how far beyond the Illinois Energy Conservation Code for Commercial Buildings that the building or the building components will be constructed. This is to encourage applicants to design the building to achieve the greatest level of energy efficiency. DCEO reserves the right to negotiate different incentive levels if the applicant is under rules that already require beyond code achievement.

2.5.2 Maximum Base Incentive Rate for New Construction Program.

New Construction Incentives		
	Electric	Natural Gas
Incentive	\$0.08/kWh	\$0.80/therm

2.5.3 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.

2.5.4 Buildings seeking LEED Silver, Gold or Platinum shall be eligible for Design Bonus based on percentage of beyond code energy cost savings. Maximum bonus can not exceed \$50,000.

Building Performance	Incentive per sq. ft.
10% beyond code	\$0.20
15% beyond code	\$0.40
20% beyond code	\$0.60
25% beyond code	\$0.80
30% beyond code	\$1.00

2.5.5 **Maximum Grant Award.** The Department may provide up to, but not more than, a maximum grant award of \$2.50 per square foot for projects (Base plus Bonus Incentive). 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. Projects are subject to a cost effectiveness evaluation.

2.5.6 **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.

- 2.5.7 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 State 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 available at 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 required in the application documentation set forth in Appendix A.

4.1.2 Applicants are strongly encouraged to submit a Pre-approval Application to reserve funding. A Pre-approval Application must be submitted prior to the start of construction. 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.

- 4.1.3 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.
- 4.1.4 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.
- 4.1.5 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.
- 4.1.6 Incentive applications will be accepted at the following address:

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

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

Note: Applicants are encouraged to contact the program manager Tom Coe at 217/785-2433 before proceeding with any potential incentive related projects.

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 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
New Construction Program

Visit our website at
www.illinoisenergy.org

or

(TDD: 1-800-785-6055)

or

Email us at
illinois.energy@illinois.gov

Applicants are encouraged to submit applications electronically at: 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 Public Sector New Construction

500 East Monroe Street

Springfield, IL 62701

or faxed: 217/558-2647

Application reviewers may be contacted at:

SEDAC

University of Illinois

1 Saint Marys Rd.

Champaign, IL 61820

Attn: New Construction Program

Phone: 800/214-7954

Email: info@SEDAC.org

APPLICATION CHECK LIST

Pre-Approval Application must include:

- Copy of electric and/or natural gas bill (final pages that list taxes and fees applied) or letter from utility certifying that the building will use that utility
- Completed Pre-Approval Application
- Signed Certification
- Brief Description of Project
- LEED Projects
 - 100% Design Drawings
 - Specifications or Project Manual
 - LEED score sheet
 - LEED NC Energy and Atmosphere Credit EA1 Optimize Energy Performance
 - Building Energy Model w/assumptions noted
- Non LEED Projects
 - 100% Design Drawings
 - Specifications or Project Manual
 - Building Energy Model or Calculations

***see Appendix B for more detail**

Final Application must include:

- Copy of electric and/or natural gas bill (final pages that list taxes and fees applied) or letter from utility certifying that the building will use that utility, unless submitted with Pre-Approval
- Completed Final Application
- Signed Certification
- As Built construction documents w/ changes noted
- Substantial completion pay request and building occupancy certificate

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.

Pre – Approval Application: **Letter of Certification of Service**

Final Application: **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 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 NEW CONSTRUCTION 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: PROJECT INFORMATION

Building/Facility _____ **Address:** _____ **Project #** _____

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 Renovation of existing Facility

Is equipment operational? 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)

Electric Incentive (\$) = Annual Electric Savings (kWh/yr) X Incentive Rate* \$ _____	Natural Gas Incentive (\$) = Annual Natural Gas Savings (therms)/yr X Incentive Rate* \$ _____
LEED Design Bonus Incentive (\$) = Total Building Square Footage X Performance Incentive (Section 2.5.4) \$ _____	

*Incentive amount for New Construction Projects equals \$0.08 per annual kWh saved for electric measures and \$0.80 per annual therm saved for natural gas measures.

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.

APPENDIX B: PROJECT ENERGY SUMMARY

For non-LEED projects, indicate kWh and/or therm saving totals from building model or calculation:

	KWH Saved	Therms Saved	% beyond code
Building Envelope Component			
Walls			
Roof			
Floors			
Windows			
HVAC			
Cooling			
Heating			
Mechanical Systems			
Electric Power			
Lighting			
Service Water Heating			
Process			
Total Building Performance			

APPENDIX C: ADDITIONAL DOCUMENTATION FOR NEW CONSTRUCTION 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 verifications 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 where applicable 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.

The following must be submitted with the application. Other documentation may be required.

- Completed Application (Appendix A and B)
- 100% Construction Documents including architecture, mechanical, and electrical drawings
- Project Manual and/or Specifications
- Building Energy model, including all inputs and outputs (see section 1.3)
- Baseline Building energy model must meet *ASHRAE Appendix G*
- Proposed Building energy model must match construction documents except as noted in *ASHRAE Appendix G*
- Completed Project Energy Summary (Appendix B)
- Estimated construction costs - Baseline Building
- Estimated construction costs - Proposed Building
- Square Footage of building
- Copy of utility bill or application for utility
- If LEED, provide LEED summary sheet checklist
- If LEED, provide EA Credit 1, Optimize Energy Performance template or equivalent

The following information may be required as supporting documentation along with the information required in this application or as required during the review process.

- All items listed above and the following as applicable.
- If not included in the Construction Documents, Project Manual, and/or Specifications
 - Concise project description: Describe BOTH the existing (pre-retrofit or “baseline”) 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 (baseline) and the new equipment (proposed) that is being installed. Describe the condition and age of existing equipment (if applicable). Also provide other nameplate information like operating voltage, rated full load amps, thermal rating, and efficiency 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 Web site address where further technical information about the equipment performance might be found.
- 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.
- Annotate all assumptions or constants used in engineering calculations.
- 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.