

Large Facilities Retro-Commissioning Application

Large Facilities Retro-commissioning Goals:

- Provide financial incentives to support implementation of no- and low-cost energy efficiency improvements (0-1 year payback) to systems in large facilities.
- Reduce facility operating costs by optimizing the operation of systems for large facilities.
- Provide a road map of energy efficiency opportunities for capital improvement projects (1-10 year payback) to be implemented via the Custom Program.

Does your facility/project qualify?

- At least 100,000 square feet of air-conditioned space
- Existing Energy Management Control System (EMCS) that monitors and controls HVAC systems
- At least five years old
- Non-residential facility
- Electric projects: electric delivery service rate DS2, DS3, DS4, or DS6 and Energy Efficiency Demand Response surcharge on Ameren Illinois bill for the service point corresponding to the electric project. DS4 and DS6 service points: please verify with Ameren Illinois that your service point is eligible (historical demand less than 10MW).
- Gas projects: gas delivery service rate GSD2, GDS3, GDS4, GDS5, or GDS7 and Gas Energy Efficiency Cost Recovery surcharge on Ameren Illinois bill
- Estimated project completion date is on or after June 1, 2017, and by December 31, 2017
- Final application paperwork is due within 30 days of project completion **or by December 31, 2017, whichever comes first**

Incentives:

- The most common no cost/low cost measures implemented through Large Facilities Retro-Commissioning (LF RCx) include modifications to the existing energy management control system and to optimize HVAC and lighting system operations.
- Program incentives are provided to defray a portion of the RCx survey cost.
- Program incentives include a survey incentive and an implementation incentive.
 - The survey incentive is 70% of the survey cost.
 - The implementation incentive of \$0.02/kWh saved and/or \$0.30/therm saved applies to all implemented and verified RCx measures with a 0-1 year payback (savings capped at 25% of the facility's annual usage unless metered verification provided).
 - In facilities where Ameren Illinois provides only one fuel source (gas or electric), the survey incentive will be reduced to 40% of the survey cost.
- Customers qualify for the RCx incentive by implementing sufficient 0-1 year payback energy efficiency measures to meet the minimum energy savings requirement outlined in the preapproval letter.
- Recommendations and supporting data from the RCx survey ("Implementation Plan") may be used to provide the basis of a Custom Program application.
- Electric incentives capped at \$500,000 per project.
- Gas incentives capped at \$250,000 per project.

Participation instructions:

- **Pre-approval is required** before the RCx survey is initiated (including generating purchase orders).
- There are five phases of every LF RCx project: Screening, Application, Survey, Implementation, and Verification.
- Each phase includes a set of required documentation that must be submitted and reviewed before the project can move forward to the next phase. Only the materials required for each phase should be submitted.
- As the project moves to the next phase, you are responsible for submitting the required documentation listed for that phase.
- The phase requirements are listed at the beginning of each section as a checklist.

It is of critical importance to notify the program of any scope changes being considered, as your energy savings and incentive level may be affected. Program representatives can advise you as to possible impacts of the scope changes and assist in collecting the proper documentation.

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Supplemental documentation:

- Landlord Consent Form – required if Ameren Illinois customer is a tenant
- Payment Release Authorization – required if the incentive is to be paid to a party other than the Ameren Illinois customer
- Large Incentive Request Form – required if the total requested incentive is over \$25,000 (survey + implementation incentive)

Please contact program representatives with questions: IllinoisBusinessEE@ameren.com or 1.866.800.0747.

Who and What is a Retro-Commissioning (RCx) Service Provider (RSP)?

What is a Retro-Commissioning Service Provider (RSP)?

- An RSP is a consulting firm or design build contractor with skills and experience in RCx.
- An RSP is experienced in providing RCx audits to large facilities customers.
- An RSP has been selected by the Ameren Illinois Energy Efficiency program to assist in the delivery of this program to Ameren Illinois customers.

How does a customer select their RSP?

- Customers and RSPs typically have an ongoing relationship and use this program to implement no cost/low cost energy efficiency measures and develop a game plan for future capital improvements.
- Customers who do not have an ongoing relationship with an RSP can work with Energy Efficiency program staff to select an RSP that meets their needs.
- Customers who have an ongoing relationship with a firm they would like to use as an RSP can work with Energy Efficiency program staff to obtain approval to use their desired service provider.

What can a customer expect from their RSP?

- Appropriate skills and experience to perform a retro-commissioning audit for large facilities.
- Solid understanding of the large facilities retro-commissioning program process and guidelines.
- Proven experience in successfully completing a large facilities retro-commissioning project through the Ameren Illinois Energy Efficiency Program.

Who are the current RSPs?

- The RSP list is updated annually - the current list of approved RSPs is available at <http://www.AmerenIllinoisSavings.com/portals/0/business/forms/PY9-Large-Facilities-RSP-List.pdf>.

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Customer and Project Information

Table 1 - Ameren Illinois Customer and Project Information			
Customer Name on Ameren Illinois Account	Signed W-9 form is required documentation Click here for a blank W-9 form	Ameren Illinois Electric Account Number:	
Tax ID (SSN/FEIN)		Ameren Illinois Natural Gas Account Number:	
Mailing Address (check mailed to)	City	State	Zip
Contact Name		Title	
E-mail Address	Phone (xxx) xxx-xxxx	Ext.	Fax (xxx) xxx-xxxx
Secondary Contact Name (if applicable)	Phone (xxx) xxx-xxxx	E-mail Address	
Physical Installation Address (if different than above)			
Installation Address	City	State	Zip
Check one: Owner Tenant (If tenant, please complete the Landlord Consent Form)			
Name(s) of the person(s) who referred you to the Ameren Illinois Energy Efficiency Program for this project:			
Name of Ameren Illinois or Energy Efficiency Employee		Name of Referring Contractor or Program Ally	
Contractor/Program Ally Information (if applicable)			
Company Name	Contact Name	Title	
Mailing Address	City	State	Zip
E-mail Address	Phone (xxx) xxx-xxxx	Ext.	Fax (xxx) xxx-xxxx
Facility/Project Description			
Facility Type (check one): University/School Office Hospital Medical Office Building (outpatient services) Skilled Nursing Facility Other (Please specify):		Project Description: (check all that apply): Energy Management Control System Lighting Control System HVAC Building Envelope Pumping Systems Other (please specify):	
Facility Size (square feet):	<ul style="list-style-type: none"> • Must be at least 100,000 sq. ft. to qualify for the program incentives • May include aggregate square footage from multiple facilities on one campus • May include multiple space types (offices, classrooms, medical, industrial, etc.) 		

Newer versions posted to the Ameren Illinois Energy Efficiency Program website supersede all previous versions. The revision number is listed in the footer of each page. The version of the application that was available at the time you submitted your pre-approval application will apply.

Large Facilities Retro-Commissioning Application

Screening Phase

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Screening Phase

Completing this portion of the application is the first step in applying for incentive money for your Large Facilities RCx project. To begin the process, the RSP and Ameren Illinois customer must complete and submit the items listed in this check list.

Screening Phase Checklist
Customer and Project Information (Table 1)
Screening Tool is complete
Customer signature (Acknowledgement and Signature Block)
Stipend Payment Release (optional)

Screening Tool Guidelines

- The Large Facilities RCx Screening Tool is designed to assess and pre-qualify strong candidates for participation in the Large Facilities RCx Program.
- This screening tool is designed to minimize the at risk investment of engineering man hours by the RSP in assembling the necessary information for the incentive application.
- Based on the results of the Screening Tool, projects that **do not qualify** for participation in the Large Facilities RCx Program will not proceed any further with the RCx application process. Such projects will be provided with recommendations from an Energy Efficiency representative regarding other projects that may qualify for incentives.
- Based on the results of the Screening Tool, projects that **do qualify** for participation in the Large Facilities RCx Program will receive a pre-qualification letter and an incentive stipend to defray costs of preparing the application phase. Such projects will then proceed with the submittal of a large facilities retro-commissioning incentive application.

Screening Tool

Facility age (for predominant building)
(years)

Equipment age	
Boiler Plant	(years)
Chiller Plant	(years)
AHUs	(years)
EMCS	(years)

Facility maintenance support (check one)	
Limited	Limited – insufficient maintenance staff, no equipment service agreements, no preventative maintenance program
Average	Average – adequate maintenance staff, developing equipment service agreements, developing preventative maintenance program
Aggressive	Aggressive – robust maintenance staff, equipment service agreements in place, active preventative maintenance program

Customer/RSP relationship (check one)	
New Customer	New customer – No projects to date
Developing Relationship	Developing Relationship – some projects, 1-2 year relationship
Strong Relationship	Strong Relationship – many projects, long-term relationship

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Customer motivation/Commitment level (check one)	
Low-level	Customer is not fully committed to the retro-commissioning project, internal approval process has not been initiated.
Mid-level	Customer is committed to the retro-commissioning project, internal approval discussions are in progress.
High-level	Customer is committed to the retro-commissioning project, has internal approval, and expects to implement custom projects upon completion of retro-commissioning.
Also, check here if your facility has a corporate energy policy and/or separate investment structure for energy-efficiency projects.	
Also, check here if your project has received board approval (contingent on Ameren Illinois funding).	

Retro-Commissioning Opportunities (0-1 year payback)	
List up to five Energy Conservation Measures (ECMs) that represent potential opportunities for this facility.	
ECM #1	
ECM #2	
ECM #3	
ECM #4	
ECM #5	

Custom Opportunities (1-10 year payback)	
List up to five Energy Conservation Measures (ECMs) that represent potential opportunities for this facility.	
ECM #1	
ECM #2	
ECM #3	
ECM #4	
ECM #5	

Estimated Annual Energy Usage			
Electric		kWh	<ul style="list-style-type: none"> Provide an order of magnitude estimate of the annual energy usage for this facility in kWh and therms. Provide backup/supporting information if available.
Gas		therms	

Estimated Annual Energy Savings (retro-commissioning measures only)			
Electric		kWh	<ul style="list-style-type: none"> Provide an estimate of the annual energy savings expected from the RCx measures for this facility. This estimate may be expressed in kWh and therms or as a % of the existing annual energy usage. If presenting as a %, please provide the facility's existing annual energy usage in kWh and/or therms. Provide backup/supporting information if available.
Gas		therms	

Estimated Survey Cost	
\$	<ul style="list-style-type: none"> Review the program overview tab to ensure a good working knowledge of the program requirements. Provide an estimate of the RSP's survey cost for this project.

Requested Survey Stipend	
\$	<ul style="list-style-type: none"> Provide an estimate of the cost to meet the application phase requirements. (It is estimated this will typically include 1-2 weeks of effort and represent 5-10% of the total survey cost.)

Estimated Completion Date (mm/dd/yyyy)	
	<ul style="list-style-type: none"> Completion of the survey and the 0-1 year payback projects.

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Ameren Illinois Customer Acknowledgement and Signature – Screening

I certify that all information provided is correct to the best of my knowledge, and I give the Company's permission to share my records with the Illinois Commerce Commission, or its contractors, who plan to evaluate my energy usage. Additionally, I will allow reasonable access to my property to verify the installation and performance of the Energy Efficiency Measures that are eligible for incentives under the Programs.

By checking this box and signing below, I certify that I have read, understood and agree to the Terms and Conditions at the end of this form (p. 22). I understand and agree that the Terms and Conditions (p. 22) apply to all phases of this project. **Applications will not be accepted as "complete" unless this box is checked.**

Print Name: _____ Title: _____

Signature: _____ Date (mm/dd/yyyy): _____

*Electronic signatures allowed and accepted by the Business Programs.
Typing your name above constitutes a valid electronic signature.*

Stipend Payment Release

I am authorizing the payment of the incentive associated with the Large Facilities Retro-Commissioning Stipend to:

Ameren Illinois Customer (no signature required)

RSP or other entity:

I understand and agree that I will not be receiving the stipend incentive payment from Ameren Illinois. I also understand and agree that my release of payment to a third party does not exempt me from the program requirements and Terms and Conditions (p. 22) specified at the end of this application.

Ameren Illinois Customer Name (Company) _____

Print Name: _____ Title: _____

Signature: _____ Date (mm\dd\yyyy): _____

Electronic signatures are not accepted in this signature block if the payment is going to an entity other than the Ameren Illinois Customer. The Ameren Illinois Customer must sign this section, by hand, and submit to the program.

Stipend check payable to: Complete and submit the following information only if the incentive payment is to be paid to an entity other than the Ameren Illinois customer of record, listed in Table 1 of this application.

Company Name			
Tax ID (SSN/FEIN)		Signed W-9 form is required documentation: Click here for a blank W-9 form	
Mailing Address	City	State	Zip
Contact Name		Title	
E-mail Address	Phone	Ext.	Fax

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Application Phase

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Application Phase

Completing this portion of the application is the second step in applying for incentive money for your Large Facilities RCx project. To begin the process, complete and submit the items listed in this check list.

Application Phase Checklist

Screening Tool submitted and approved
Survey Scope and Savings Estimates (Tables 2a, 2b, & 2c)
Customer signature (Acknowledgement and Signature Block)
RSP Survey Proposal
Energy Saving Calculations
Walkthrough Survey Report
Building Comparison Scores
LIRF for requests over \$25,000 (survey + implementation incentive)

RSP Survey Proposal Requirements (Include as supplemental documentation to the incentive application):

- Provided on RSP's letterhead
- Include survey scope, cost, and terms

Energy Saving Calculations (Include as supplemental documentation to the incentive application):

- Provide basic calculations to support the savings estimate in Table 2b and 2c
- Outline the contribution of each expected energy saving measure
- Provide an estimate of the existing annual energy usage for the facility (kWh and therms)

Walkthrough Survey Report Requirements (Include as supplemental documentation to the incentive application):

- Conduct an on-site visit to confirm the existing conditions
- Include an equipment list for the existing HVAC and central plant systems
- Note any unusual conditions or challenges associated with this facility
- Identify any risks associated with the survey, implementation, or verification phases of the project (inaccessible areas, plant shutdown required to implement measures, etc)

Building Comparison Scores (Include as supplemental documentation to the incentive application):

- Please provide Energy Utilization Index (EUI):
www.energystar.gov/ia/business/tools_resources/new_bldg_design/2003_CBECSPerformanceTargetsTable.pdf
- Please provide ENERGY STAR® benchmark score. This score is established through the use of the ENERGY STAR Portfolio Manager tool.
www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager

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Table 2a - SURVEY SCOPE (Existing Equipment)				
Survey Scope Check all that apply Energy Management Control System Lighting Control System HVAC Building Envelope Pumping Systems Heating Systems Boiler Plant Other (Please specify below)		Pro-Forma Estimates		
		Energy savings measures (list of measures with 0-1 year payback)		
		Energy savings measures (list of measures with 1-10 year payback)		
		Survey Cost (\$)	Survey Incentive – 70% of survey cost (\$) [40% if gas- or electric- only]	
Table 2b - SURVEY ESTIMATE FOR ELECTRIC MEASURES (Existing Equipment)				
Enter kWh Saved		Incentivized at 2 cents/kWh =		\$
A	Estimated Annual kWh Savings	(0-1 year payback measures only, for the entire system)		(kWh)
B	Your Electric Rate	(money spent on electricity for a year) divided by (kWh used in a year)		Cents/kWh
C	Estimated Savings	A x B		\$
D	Estimated Implementation Cost	(The 0-1 year payback measures only)		\$
E	Simple Payback	D ÷ C		(years)

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Table 2c - SURVEY ESTIMATE FOR GAS MEASURES (Existing Equipment)				
Enter Therms Saved		Incentivized at 30 cents/therm =	\$	
A	Estimated Annual Therm Savings	(0-1 year payback measures only, for the entire system)		(Therms)
B	Your Gas Rate	(money spent on gas for a year) divided by (therms used in a year)		(Cents per therm)
C	Estimated Savings	A x B		\$
D	Estimated Implementation Cost	(The 0-1 year payback measures only)		\$
E	Simple Payback	D ÷ C		(years)

Ameren Illinois Customer Acknowledgement and Signature – Application

Estimated Survey Completion Date (mm/dd/yyyy) _____

Estimated implementation completion date (mm/dd/yyyy) _____

Estimate verification survey completion date (mm/dd/yyyy) _____

By signing below, I certify that all information provided is correct to the best of my knowledge. There is support from facility management to invest in the implementation of energy saving measures identified in the retro-commissioning survey (minimum investment cost listed in Row D of Table 2b and 2c)

Print Name: _____ Title: _____

Signature: _____ Date (mm/dd/yyyy): _____

Electronic signatures are not accepted in this signature block. The Ameren Illinois Customer must sign this section, by hand, and submit to the program.

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Survey Phase

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Survey Phase

Completing this phase is third step in applying for incentive money for your Large Facilities RCx project. To begin the process, complete and submit the items listed in this check list.

Survey phase checklist

Written confirmation of estimated survey completion date (sent via e-mail to the program, provided by RSP)
Copy of P.O. to RSP documenting initiation of the survey phase
Electronic submittal of Implementation Plan
Implementation Plan Presentation Meeting
Completed Table 3 - Survey Checklist
Completed Report, per Table 4 - Implementation Plan Report Outline
Completed Table 5 - Program Commitment Form

Survey Phase Guidelines

- Survey phase must be initiated within 30 days of pre-approval letter or incentives may be at risk.
- Implementation Plan must be submitted to customer and Energy Efficiency representative at least one week prior to presentation meeting.
- Implementation Plan Presentation Meeting must be held and must include customer, Large Facilities RSP, and Energy Efficiency representative or incentives may be at risk. Without this meeting, the implementation incentive will not be provided.
- Program Commitment Form must be signed and completed within one week of Implementation Plan Presentation Meeting.
- Repairs may be initiated prior to submittal of Implementation Plan if necessary to maintain project schedule.

Implementation Plan Presentation Meeting Guidelines:

- This meeting may be conducted at the customer's facility, via conference call, or via webinar.
- Meeting participants must include RSP, customer, and Energy Efficiency representative.
- RSP to review retro-commissioning survey findings including:
 - 0-1 year payback measures to be implemented under RCx Program.
 - 1-10 year payback measures which may be implemented under Custom Program.
- Customer to address the following issues:
 - Comments/questions on Retro-Commissioning Implementation Plan.
 - Review of energy efficiency measures customer plans to implement to meet minimum energy savings requirement.
 - Updated schedule for implementation phase.
- Energy Efficiency representative to address the following issues:
 - Comments/questions on Retro-Commissioning Implementation Plan.
 - Review of program requirements for implementation and verification phases.
 - Request for completed program commitment form as a follow up to this meeting.

If you have questions about the program or are uncertain how to proceed, please contact program representatives via email:

IllinoisBusinessEE@ameren.com or at 1.866.800.0747.

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Table 3 – Large Facilities Retro-Commissioning Survey Checklist

This is a check list of some potential energy savings opportunities for consideration in large facilities. Please use this as a starting point – do not limit your survey to these check points.

- Systems that simultaneously heat and cool
- Inoperable economizers
- Pumps with throttled discharges
- HVAC equipment set points and run time schedules that do not correlate with actual building use
- Lighting control schedules that do not correlate
- Improper building pressurization
- Short cycling of equipment
- Variable frequency drives that operate at unnecessarily high or constant speeds
- Occupancy sensors and photocells which are not calibrated or are not functioning as intended
- Office equipment with power management features disabled
- Air infiltration through windows, doors, walls, and roof
- HVAC Systems which have not been recently tested, adjusted, and balanced
- Lack of cleaning of air side heat transfer surfaces and filters (filter replacement energy savings cannot be claimed towards project energy savings requirements)
- Room thermostats, duct thermostats, humidistats, and temperature sensors requiring calibration
- Inoperable or malfunctioning dampers and valve controls
- Chilled-water systems not utilizing automated chilled-water reset
- Chilled-water systems requiring chiller tube cleaning and improve water treatment
- Improved boiler controls
- Steam trap maintenance
- Ozone laundry systems (lessen hot water usage)
- Low flow showerheads and faucet aerators
- Heat recovery chillers
- Heat recovery heat exchangers
- Install high-efficiency boilers or retrofit boiler burners
- Install economizers
- Install insulation around domestic hot water tanks, steam and hot water distribution lines, condensate return lines, deaerator tanks, and boiler feedwater storage tanks
- Repair or upgrade the heating insulation surfaces of boilers
- Adjust boiler blowdown rates
- Retrofit natural gas fryers, griddles, hot-food holding cabinets, ovens, and steam cookers with more efficient models

Table 4 – Implementation Plan Outline

NOTE: This outline is intended as a guideline for the Implementation Plan report and may be modified based on the scope of RCx Survey for each project.

- Executive Summary
- Facility Profile
- Summary of Facility Eligibility requirements, including conditioned versus non-conditioned square footage
- EUI and ENERGY STAR Benchmark Scores and Supporting Information
- Energy Management Control System Drawings and Sequence of Operations
- Lighting Control System Drawings and Sequence of Operations
- HVAC and Lighting Drawings (as applicable to project scope)
- Air-Handling Units (AHUs) design flow, power requirements, and control types
- Facility Performance Baselines
- Diagnosis of Operating and Comfort Problems
- Identification of Component Failures and Equipment Performance Degradation
- Recommendation and Prioritization of Specific Maintenance Measures, Control Changes, Balancing Changes and Equipment Improvements
- Capital Improvement Measures and Recommendations
- Documentation of recommended changes in operating procedures (post implementation)
- Documentation of energy savings and comfort improvements (post installation)
- Recommendations for ongoing tracking of the facility energy and comfort balance
- Savings Calculations
 - Electronic submittal of survey data (power and pressure readings)
 - Electronic submittal of savings calculations or simulation inputs and assumed performance curves
 - Savings from non-automated adjustments should not be claimed (e.g. routine chilled water reset adjustments by facility engineer)

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Table 5 – Program Commitment Form			
Ameren Illinois Customer Name and Contact Information			
Company	Mailing Address	Contact Person	Email Address
Company Phone	Company Fax	Contact Phone	Contact Cell
Retro-Commissioning Service Provider (RSP) Name and Contact Information			
Company	Mailing Address	Contact Person	Email Address
Company Phone	Company Fax	Contact Phone	Contact Cell
Retro-Commissioning Survey Recommendations			
<p>The following survey recommendations will be implemented by the customer to meet the minimum requirements of the program: (Please briefly list the measures to be implemented here and attach a copy of the RSP's RCx Implementation Plan describing these measures in detail.)</p>			
Savings and Incentive Information			
A		\$	RSP Survey Cost
B		\$	Ameren Illinois Survey Incentive (found in the pre-approval letter)
C		\$	Ameren Illinois Electric Implementation Incentive 2 cents per kWh saved
D		\$	Ameren Illinois Gas Implementation Incentive 30 cents per therm saved
E		kWh	Minimum Annual Savings Requirement (found in the pre-approval letter)
F		kWh	Planned kWh savings of the 0-1 year measures to be implemented
G		Cents/kWh	Your electric rate
H		\$	Estimated annual electrical savings (F x G)
I		Therms	Minimum Annual Gas Savings Requirement (found in the pre-approval letter)
J		Therms	Planned therm savings of the 0-1 year measures to be implemented
K		Cents/Therm	Your gas rate
L		\$	Estimated annual gas savings (J x K)
M		\$	Estimated cost of planned measures (excludes survey cost; labor can be via RSP, other contractor, or in-house)
N		Years	Payback of planned measures (M ÷ (H+L)) (Must be less than 1 year)
Program Commitment Terms and Conditions			
<ul style="list-style-type: none"> Minimum annual savings requirement must be met via the implementation of measures listed on this form on or before May 31, 2017, the program year deadline. Failure to proceed with the implementation of the listed measures and/or failure to meet the program year deadline may result in the forfeit of incentives. Confirmation of measures implementation via the submittal of a verification report by the Retro-Commissioning Service Provider is required during the Verification Phase. 			

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Ameren Illinois Customer Acknowledgement and Signature – Commitment

I have reviewed the Retro-Commissioning Implementation Plan with the Retro-commissioning Service Provider and with an Energy Efficiency program representative. I am prepared to implement the energy savings measures in order to meet the minimum annual energy savings requirements and the program year deadline as described in this application. Furthermore, I understand that an outside contractor may request permission to verify that the project was completed as stated in the application, and I will agree to this inspection.

By checking this box and signing below, I certify that I have read, understood and agree to the Terms and Conditions in the paragraph above. **Applications will not be accepted as “complete” unless this box is checked.**

Print Name: _____ Title: _____

Signature: _____ Date (mm/dd/yyyy): _____

Electronic signatures allowed and accepted by the Business Programs.

Typing your name above constitutes a valid electronic signature.

Implementation Phase

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Implementation Phase

Completing the Implementation Phase is the fourth step in applying for incentive money for your Large Facilities RCx project. To begin the process, complete and submit the items listed in this check list.

Implementation Phase Checklist

Provide notification by e-mail to the RSP and Energy Efficiency representative that the implementation phase has started.
Provide an update by e-mail to the RSP and Energy Efficiency representative stating the estimated completion date for the implementation phase.
Provide notification by e-mail to the RSP and Energy Efficiency representative that the implementation phase is complete.

Implementation Phase Guidelines

- Implementation of retro-commissioning measures may be accomplished by in house resources, local contractor, your RSP or a combination of these resources.
- Implementation phase must be initiated within 30 days after the survey presentation meeting to avoid putting the project incentives at risk.
- Measures that require a scheduled plant shutdown are an exception to the 30 day deadline.

Please send all reports via e-mail to the program via email: IllinoisBusinessProjects@ameren.com. Please be sure to include your project number in the subject line of the email.

Verification Phase

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Verification Phase

Completing this phase is the fifth step in applying for incentive money for your Large Facilities RCx project. To begin the process, complete and submit the items listed in this check list.

Verification Phase Checklist

The customer shall notify the RSP and Energy Efficiency representative that the implementation phase has been completed and that the verification survey can be conducted.

The RSP shall schedule and conduct the verification survey using Table 6.

At the conclusion of the verification survey, the RSP shall submit the verification form to Ameren Illinois with a copy to the customer (Table 6). This form will represent the final documentation for the project.

In addition to the completed verification form, include a copy of all invoices that relate to the project.

Verification Phase Guidelines:

- Project verification will be conducted by the RSP using Table 6.
- Every project is required to have a post-install inspection conducted by Energy Efficiency staff.
- The intent of the verification survey is to conduct a spot check of the energy-efficiency measures agreed to in the program commitment form to verify that those measures have been implemented.

If you are considering changes to your scope of work, it is imperative that you contact the Energy Efficiency staff. Program representatives will provide information on how these changes will impact your savings/incentive and the necessary steps required to request incentive changes.

Table 6 – Verification Survey Form – to be completed by the RSP (may include multiple copies of this sheet if necessary)		
Customer Company Name:		
RSP Company Name:		
Project # (from your pre-approval letter):		
Complete a section below for each survey conducted. The options for "Survey Type" include:		
<i>Heating Systems</i>	<i>HVAC</i>	<i>Building Envelope</i>
<i>EMCS</i>	<i>Boiler Plant</i>	<i>Other (lighting controls, etc.)</i>
Survey 1	Type of Survey:	
	Description of Measure:	Description of Survey Approach:
	Discrepancies Noted: Y/N and Comments:	Satisfactory Implementation: Y/N and Comments:
	Date: (mm/dd/yyyy)	
Survey 2	Type of Survey:	
	Description of Measure:	Description of Survey Approach:
	Discrepancies Noted: Y/N and Comments:	Satisfactory Implementation: Y/N and Comments:
	Date: (mm/dd/yyyy)	
Survey 3	Type of Survey:	
	Description of Measure:	Description of Survey Approach:
	Discrepancies Noted: Y/N and Comments:	Satisfactory Implementation: Y/N and Comments:
	Date: (mm/dd/yyyy)	

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Survey 4	Type of Survey:	
	Description of Measure:	Description of Survey Approach:
	Discrepancies Noted: Y/N and Comments:	Satisfactory Implementation: Y/N and Comments:
	Date: (mm/dd/yyyy)	
Survey 5	Type of Survey:	
	Description of Measure:	Description of Survey Approach:
	Discrepancies Noted: Y/N and Comments:	Satisfactory Implementation: Y/N and Comments:
	Date: (mm/dd/yyyy)	

Ameren Illinois Customer and RSP Acknowledgement and Signature - Verification

I certify that all information provided is correct to the best of my knowledge.

By checking this box and signing below, I confirm that the upgrades have been completed at the facility location as specified in the Verification Survey Form (Table 6). **Applications will not be accepted as "complete" unless this box is checked.**

Company Name (Ameren Illinois Customer): _____

Project Number (From Pre-Approval Letter): _____

Project Completion Date: (mm/dd/yyyy) _____
Completion is defined as all measures completed and equipment installed and operational.

Ameren Illinois Customer Signature

Print Name: _____ **Title:** _____

Signature: _____ **Date: (mm/dd/yyyy)** _____

RSP Signature

Print Name: _____ **Title:** _____

Signature: _____ **Date: (mm/dd/yyyy)** _____

Electronic signatures are not accepted in this signature block. The Ameren Illinois Customer and RSP must sign this section, by hand, and submit to the program.

Large Facilities Retro-Commissioning Application

Terms and Conditions

- 1. DEFINITIONS:** In addition to terms defined elsewhere herein, when any one of the following terms is used in these Terms and Conditions, wherein the first letter is written with a capital letter, then that term shall have the following definition. Words importing persons include corporation, and words importing only the singular include the plural and vice versa when the context requires.
- a) "Ameren Illinois" shall mean Ameren Illinois Company d/b/a Ameren Illinois.
 - b) "Application" shall mean the Customer completed document used to apply for cash incentives, program Terms and Conditions, and any other appropriate application-specific documentation.
 - c) "Application Guide" shall mean the downloadable file (PDF format) that includes: directions for completing the Application, Customer eligibility criteria, and any other appropriate documentation.
 - d) "Customer" shall mean an Eligible Customer who has submitted an Application for incentive money using their Ameren Illinois account number. The Customer shall become a party to the agreement upon acceptance of Customer's Application by Ameren Illinois.
 - e) "Custom Programs" shall mean those projects associated with incentives that are not Standard Programs, including but not limited to: *Custom, New Construction Lighting, and Feasibility Study*. See 1.m) below for a list of Standard Programs.
 - f) "EEM" shall mean energy efficiency measures.
 - g) "Eligible Customers" shall mean non-residential electric and/or gas Customers of Ameren Illinois. Each program has different eligibility requirements for Delivery Service rates (DS# for electric, GDS# for gas) to be eligible for that program. Refer to the specific program applications to determine if your business is eligible for that program. The Ameren Illinois incentive payments are awarded only to Eligible Customers for equipment that is owned by them and installed in the Ameren Illinois service area at the location that corresponds with the Ameren Illinois account number listed in the Application. All Eligible Customers are ultimately responsible for compliance with these Terms and Conditions.
 - h) "Facility" shall mean a single premise that, in general, consists of a contiguous tract of land separated by nothing more than a street, alley, or railroad right-of-way, where all buildings and/or energy-consuming devices are owned by a single Customer.
 - i) "New Construction" shall include construction of new buildings, change-of-use of existing buildings or land, additions to existing buildings, or when two or more building systems are renovated, such as shell and heating, heating and lighting, etc.
 - j) "Pre-approval" shall mean written notification to Customer of a maximum pre-approved incentive amount through a Pre-approval letter, which Ameren Illinois issues after review of the Customer's Application.
 - k) "Qualifying Energy Efficiency Measures (EEMs)" shall mean either (i) standard gas or electric EEMs (i.e., measures found on any of the Standard Programs applications: *Lighting, VFD, HVAC, Specialty Equipment, Steam Trap, and Leak Survey and Repair*); or (ii) measures eligible under the Custom Program approved by Ameren Illinois; or (iii) measures found in the Retro-commissioning Program as identified in official program materials found on the Ameren Illinois Energy Efficiency website. Technologies that purport to save energy through reduction of voltage, demand, or power conditioning are not Qualifying EEMs. EEMs that displace electrical energy use or natural gas to another fuel (i.e., fuel switching proposals) are not Qualifying EEMs. Other than geothermal projects, renewable energy projects (solar, wind power, etc.) are also not eligible for incentives under this program. Unless explicitly pre-approved, EEMs must be new and covered by warranties. Natural Gas (gas) incentives do not include propane or butane measures.
 - l) "Standard Programs" shall mean those projects associated with Standard gas or electric EEMs. Standard Programs include the following: *Lighting (not New Construction Lighting), VFD, HVAC, Specialty Equipment, Steam Trap and/or Leak Survey and Repair*. See the Ameren Illinois Energy Efficiency website for applications for these programs (AmerenIllinoisSavings.com).
- 2. OWNERSHIP OF CAPACITY AND/OR ENVIRONMENTAL CREDITS:**
- a) EEMs purchased and installed in part through incentives provided by this program are the property of the Customer, subject to any limitations contained within these Terms and Conditions.
 - b) Notwithstanding the above, unless otherwise requested in writing by the Customer prior to installation of the EEMs, Ameren Illinois holds sole rights to any system capacity credits and environmental credits that may be associated with EEMs for which incentives from Ameren Illinois were received, and Ameren Illinois can dispose of these credits in any manner authorized by law or regulation.
 - c) In no event shall activity associated with any energy or environmental credits noted in Section 2(b) result in interference with the Customer's sole discretion to operate EEMs as approved in his/her incentive award.
- 3. PRE-APPROVAL**
- For all Applications, Ameren Illinois is not obligated to award any incentive payment unless Pre-approval is granted. Further, Ameren Illinois will not pay incentives for any EEMs ordered or any purchase order generated prior to the date of the Pre-approval letter, UNLESS, the requested incentive is less than \$10,000 on any Standard Program Application (see 1.m above). Pre-approval reserves incentive funds for a period up to the Estimated Completion Date provided in the Pre-approval letter. After the Estimated Completion Date, Ameren Illinois may revoke the Pre-approval letter and associated incentive funds. Customer is responsible for ensuring application is accurate and equipment meets eligibility requirements in order to receive the Pre-approval incentive payment.
- 4. POST-INSTALLATION VERIFICATION:** Ameren Illinois is not obligated to make any incentive payment until it has performed a satisfactory post-installation verification. This provision may be waived at the sole discretion of Ameren Illinois.
- 5. INCENTIVE PAYMENT AMOUNTS:**
- a) Incentive caps (per program year for a facility) are defined as follows:
 - i) Standard, Custom, and Retro-Commissioning applications: Electric incentives are capped at \$500,000 per project. Gas incentives are capped at \$250,000 per project.
 - ii) Incentives awarded under the Staffing Grant will be pro-rated based upon the energy savings achieved compared to the accepted savings in the staffing grant pre-approval letter, up to the pre-approved staffing grant incentive amount. See the Staffing Grant Application for further criteria.
 - iii) New Construction Lighting incentives are capped at \$100,000.
 - iv) Feasibility Study – the maximum incentive payment for a single Feasibility Study is capped at \$20,000. See the Feasibility Study application for further details.
 - v) Leak Survey and Repair – the capped incentive is \$20,000 for a compressed air Leak Survey and Repair project. See the Leaks Survey and Repair application for further criteria.
 - vi) Metering & Monitoring – the maximum total incentive payment for Metering & Monitoring is \$22,000. See the Metering & Monitoring application for further details.
 - b) Ameren Illinois reserves the right to adjust and/or negotiate the incentive amount, based upon its independent assessment of appropriate savings or cost estimates.
 - c) Once an incentive Application is pre-approved, Ameren Illinois will pay no more than the pre-approved incentive amount.
 - d) Ameren Illinois reserves the right to cap incentives at \$10,000 for Standard projects that did not obtain pre-approval.
 - e) Incentives for Standard or New Construction applications will be capped at the project cost, which includes material cost and external labor cost (Internal labor is not considered in the project cost). Steam Trap Surveys are eligible for incentives when internal labor is used per the guidelines of the Steam Trap application.
- 6. MONITORING AND EVALUATION FOLLOW-UP VISITS:** Customer grants Ameren Illinois and any of its agents, the right to make follow-up visits, inspections or surveys of the Customer's facility during the 36 months following the completion date of the project at a time convenient to the Customer. If Ameren Illinois discovers that the EEMs were not actually and properly installed or were subsequently disconnected within 36 months after installation, Ameren Illinois shall be entitled to money damages equal to the total amount of incentive payments made plus interest.
- 7. CHANGES IN/CANCELLATION OF THE PROGRAM:**
- a) Ameren Illinois may change the program requirements, incentives, or these Terms & Conditions at any time without notice, including suspending acceptance of Applications, denial of Applications already received, or terminating the program.
 - b) In the event of program change, Applications that have been granted Pre-approval will be processed to completion under the Terms & Conditions in effect at the time of Pre-approval by Ameren Illinois.
 - c) Cash incentives under the Ameren Illinois programs are offered on a first-come, first-served basis and are subject to project and Customer eligibility, and the availability of funds.
- 8. LIMITATION OF LIABILITY AND INDEMNIFICATION:**
- a) AMEREN ILLINOIS' TOTAL LIABILITY TO CUSTOMER UNDER THESE TERMS AND CONDITIONS, OR ANY OTHER REQUIREMENT OF CUSTOMER'S APPLICATION OR CONDITION OF INCENTIVE AWARD SHALL BE LIMITED TO PAYING THE INCENTIVE PAYMENTS SPECIFIED IN THE APPLICATION OR PRE-APPROVAL LETTERS. AMEREN ILLINOIS, ITS PARENT, AFFILIATES AND SUBSIDIARIES, AND THEIR DIRECTORS, OFFICERS, EMPLOYEES, OR AGENTS SHALL NOT BE LIABLE TO THE CUSTOMER OR FOR ANY DAMAGES IN TORT (INCLUDING NEGLIGENCE) CAUSED BY ANY ACTIVITIES ASSOCIATED WITH THIS APPLICATION; LOSS OF PROFITS OR REVENUE; LOSS OF USE OF CUSTOMER'S PROPERTY, EQUIPMENT OR POWER SYSTEM; INCREASED COSTS OF ANY KIND, INCLUDING BUT NOT LIMITED TO CAPITAL COST, FUEL COST AND COST OF PURCHASED OR REPLACEMENT POWER; OR ANY SPECIAL, INDIRECT, CONSEQUENTIAL OR INCIDENTAL DAMAGES WHATSOEVER. BY PARTICIPATING IN THE AMEREN ILLINOIS PROGRAM, CUSTOMER AGREES TO WAIVE ANY CLAIMS, EXCEPT AS PROVIDED IN THIS ARTICLE 8.a) ABOVE, AND FULLY RELEASES AMEREN ILLINOIS FROM ANY OTHER DAMAGES, OF ANY KIND ARISING OUT OF OR RELATED TO CUSTOMER'S APPLICATION.
 - b) The Customer shall defend, protect, indemnify, and hold harmless Ameren Illinois, its parent, affiliate and subsidiaries, and their representative directors, officers, employees, and agents from and against all liabilities, losses, claims, damages, judgments, penalties, costs and expenses (including, without limitation, attorney's fees and expenses) with respect to all demands, claims, suits, causes of action, and/or judgments for injuries, including death, to any person, of third parties, and for property damage incurred by or assessed against Ameren Illinois arising out of or relating to Customer's Application.
- 9. NO WARRANTIES:** Ameren Illinois does not guarantee the energy savings and its parent, affiliates, employees, and agents do not make any representations or warranties of any kind regarding the results to be achieved by the EEMs or the adequacy or safety of such measures. Ameren Illinois and its parent, affiliates, employees, and agents do not endorse, guarantee, or warrant any particular manufacturer, contractor or product, and it provides no warranties, expressed or implied, including any implied warranty of merchantability or implied warranty of fitness for any product or services. Ameren Illinois has no obligations regarding and does not endorse or guarantee any claims, promises, work, or equipment made performed or furnished by any contractors or equipment vendors that sell or install EEMs.
- 10. CUSTOMER SHALL PAY ALL TAXES:** Incentive payments received by the Customer or any Third Party Payee under this Agreement may be taxable by the federal, state, and local government. The Customer is responsible for declaring and paying all such taxes, regardless of who receives the incentive.
- a) Except as expressly provided herein, if either Ameren Illinois or the Customer desires to modify these Terms and Conditions, the modification must be in writing and signed by an authorized representative of the party against which enforcement of the modification is sought.
- 11. REMOVAL OF EQUIPMENT:** The Customer agrees, as a condition of participation in the program, to remove and dispose of any equipment being replaced by the EEMs in accordance with all applicable laws, rules, and regulations. The Customer further agrees not to reinstall any of replaced equipment anywhere in Illinois, or transfer it to any other party for installation in Illinois.
- 12. CHOICE OF LAW AND DISPUTES.**
- a) THESE TERMS AND CONDITIONS, OR ANY OTHER REQUIREMENT OF THE APPLICATION GUIDE OR CONDITION OF INCENTIVE AWARD WILL BE GOVERNED IN ALL RESPECTS BY THE LAWS, STATUTES, AND REGULATIONS OF THE STATE OF ILLINOIS. AMEREN ILLINOIS AND CUSTOMER HEREBY IRREVOCABLY AND UNCONDITIONALLY WAIVE ANY RIGHT EITHER SUCH PARTY MAY HAVE TO A TRIAL BY JURY OR TO INITIATE OR BECOME A PARTY TO ANY CLASS ACTION CLAIMS IN RESPECT OF ANY ACTION, SUIT OR PROCEEDING DIRECTLY OR INDIRECTLY ARISING OUT OF OR RELATING TO THIS PROJECT.
 - b) Customer agrees that any dispute arising out of or related to the workmanship or performance of an EEM or the adequacy or safety or such measure shall be resolved solely between the Customer and either the EEM contractor or equipment provider (Rev11)