

## Custom Application

### Does your facility qualify?

- Non-residential facility
- Electric projects: electric delivery service rate DS2, DS3, DS4, DS5, or DS6 and Energy Efficiency Programs Charge on Ameren Illinois electric bill. DS5 accounts should discuss with Ameren Illinois' representatives prior to starting. DS1 projects will be considered if there is no other Offering in the Residential or Business Program able to serve the DS1 customer.
- Gas projects: gas delivery service rate GDS2, GDS3, GDS4, GDS5, or GDS7 and Energy Efficiency Programs Charge on Ameren Illinois gas bill. GDS1 projects will be considered if there is no other Offering in the Residential or Business Program able to serve the GDS1 customer.

### Does your project qualify?

- Electric or gas energy efficiency measures not covered under incentives for the Standard, Streetlighting, or Retro-commissioning Initiatives (Lighting, HVAC, VFD, Specialty)
- Installing new, energy efficient equipment
- New equipment meets eligibility guidelines as specified in this application
- Estimated project completion date is on or by December 31, 2020 (contact a program representative if the project will not be completed by this date)
- Incentive for electric projects (lighting and non-lighting) – \$0.12/kWh saved/year, capped at 80% of project cost
- Incentive for Public Sector (all rate codes) and DS2 customers – \$0.18/kWh saved/year, capped at 80% of project cost
- Incentive for gas projects - \$1.00/therm saved/year, capped at 80% of project cost
- Incentive for Public Sector (all rate codes) and GDS2 customers- \$3.00/therm saved/year, capped at 80% of project cost
- Public Sector for these enhanced rates include Municipalities, Local Government, Public Schools, Community Colleges, State, and Federal customers

### What you should know before beginning:

- Preapproval is **required** for ALL Custom projects. Do not purchase (including generating purchase orders) new equipment until receiving a pre-approval letter.
- Incentive requests greater than \$100,000 must submit a corporate letter of commitment with 30 days of receiving a pre-approval letter and also submit an executed purchase order for project equipment within 60 days.
- Stockpiles of equipment are not allowed: all equipment must be installed and operational.
- Final application paperwork is due within 30 days of project completion **or by December 31, 2020, whichever comes first.**
- Compressed Air Leak Savings are not allowed within the Custom application as energy savings.
- Custom incentive payments are capped at 80% of the customer's incremental cost to purchase energy efficiency measures, or the preapproved amount, whichever is less.
- Incentive calculations for **Custom HVAC projects** will be based upon realistic/submitted energy savings, but will be capped if the incentive exceeds \$0.03\**annual kWh usage* on electric incentive and \$0.30\**annual therm usage* on gas incentive (or for Public Sector and DS2/GDS2, if the incentive exceeds \$0.045\**annual kWh usage* on electric incentive and \$0.75\**annual therm usage* or gas incentive). A completed [supplemental calculator](#) must be submitted with the Custom application.
- Measures must be (1) self-installed by an employee of the Ameren Illinois customer listed on this application, or (2) installed by an Illinois Commerce Commission-approved Certified Installer, to qualify for an incentive. Certification of the self-installation or evidence of installation by a Certified Installer will be required. A full list of Certified Installers can be found at <https://www.icc.illinois.gov/utility/default.aspx?type=28>.
- Please save a copy of this form to your computer and use Adobe Acrobat to complete the document. Most browsers (Chrome, Internet Explorer, Safari) do not auto-fill calculations.**

### Participation instructions:

- **Step One:** Submit your application for pre-approval. Do not purchase any material or generate purchase orders until a pre-approval letter is issued. You will be notified if a pre-approval inspection is required.
- **Step Two:** Upon receipt of the pre-approval letter, purchase and install the approved equipment. **NOTE:** if you are considering changes to the scope of work, it is **imperative** to contact a program representative to discuss how the change will impact your savings/incentive and the necessary steps required to request incentive changes.
- **Step Three:** As soon as your project is completed, submit a completed Incentive Payment Request Form and all supporting documentation requested. Final application paperwork is reviewed if approved, your incentive will be paid within 60 days of approval.
- **Step Four:** Program staff may conduct a post installation verification inspection upon receiving final application paperwork.

\*Detailed, step-by-step instructions, FAQs, and other helpful information are available in the Application Guide ([AmerenIllinoisSavings.com/portals/0/business/forms/application-guide.pdf](http://AmerenIllinoisSavings.com/portals/0/business/forms/application-guide.pdf))

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## Customer and Project Information

*Red indicates a required field.*

Ameren Illinois Customer Information			
Customer Name on Ameren Illinois Account	Signed W-9 form is required documentation <a href="#">Click here for a blank W-9 form</a>	Ameren Illinois Electric Account Number: * Ameren Illinois Natural Gas Account Number: *  <i>*Both electric and gas account numbers are required if you are an Ameren Illinois electric and gas customer.</i>	
Payment Remit to Mailing Address	City	State	Zip
Participant Contact Name	Title		
Participant E-mail Address	Phone (xxx) xxx-xxxx	Ext.	Fax (xxx) xxx-xxxx
Secondary Participant 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			
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 Representative		Name of Referring Contractor or Program Ally	
Project Installation Information			
<input type="checkbox"/> Self-installed by an employee of the Ameren Illinois customer listed on this application		<input type="checkbox"/> Installed by Illinois Commerce Commission-registered Certified Installer (Name, as registered with ICC: _____)	
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): Office                                      Warehouse/Distribution Medical                                      Retail/Service Restaurant                                      Manufacturing/Industrial Grocery                                      Hotel/Motel School/College                                      Multiple Municipality                                      Other (please specify): Multifamily		If Manufacturing/Industrial, specify type: Food Processing Automotive/Transportation/Infrastructure Other (please specify):	
Facility Size (total interior square feet served by the account number provided above):		Project Description (check one): Replacement of Failed Equipment Replacement of Operating Equipment(retrofit) Process Improvement New Construction – Existing Facility New Construction – New Building	

Newer versions posted to the Ameren Illinois Energy Efficiency 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.

# Custom Application

ELECTRIC PROJECT CALCULATIONS AND INFORMATION		
Make copies of this page if more than one measure is being implemented.	EXISTING OR BASELINE EQUIPMENT	NEW ENERGY EFFICIENT EQUIPMENT
A	Description of Measure <i>(e.g., compressed air, exterior lighting, VFD, or process improvement)</i>	
B	Electrical Load (total) kW = (W ÷ 1,000)	
C	Estimated Annual Hours of Operation (hours/year)	
D	Estimated kWh/year Used <i>(Row B x Row C )</i> kWh/year)	
	<b>INSTRUCTIONS</b>	<b>ANSWER</b>
E	Reduced kW (kW)	(difference between the two numbers in Row B)
F	Reduced kWh per year (kWh per year)	(difference between the two numbers in Row D)
G	Your Electric Rate (\$/kWh)	(money spent on electricity for a year) divided by (kWh used in a year)
H	Annual Energy Cost Savings (\$)	(Row F) x (Row G)
	Type of Project	(Choose one) <input type="checkbox"/> Custom electric <input type="checkbox"/> Custom Public Sector or DS2
I	Custom Incentive (\$)	Row F x \$0.12 (all facilities excluding Public Sector and DS2 customers) Row F x \$0.18 (Public Sector and DS2 <b>only</b> )
J	Cost of Materials*	<i>(please provide a quote or proposal to support this value)</i>
K	Cost of Labor – External Labor Only*	<i>(please provide a quote or proposal to support this value)</i>
L	Project Cost	(Row J) + (Row K)
M	Payback Period Before Incentive (years) <i>(must be between six months and ten years)</i>	Cost / Savings (Row L) divided by (Row H)
N	Payback Period After Incentive (years) <i>(Incentive will be capped at six months)</i>	(Cost-Incentive) / Savings (Row L) – (Row I) divided by (Row H)
O	Incentive is What Percent of the Job Cost <i>(Ineligible if less than 10%, capped at 80%)</i>	(Row I) divided by (Row L) x 100  _____ %

\*For new construction projects and system expansions, as well as replacement of equipment at the end of its useful life, project cost and savings are based on the incremental cost and savings of high-efficiency equipment over standard efficiency equipment.

- Incentive calculations **for Custom HVAC projects** will be based upon realistic/submitted energy savings, but will be capped if the incentive exceeds \$0.03\*annual kWh usage on electric incentive. A completed [supplemental calculator](#) must be submitted with the Custom application
- Incentive calculations for Public Sector and DS2/GS2 **Custom HVAC projects** will be based upon realistic/submitted energy savings, but will be capped if the incentive exceeds \$0.045\*annual kWh usage on electric incentive. A completed supplemental calculator must be submitted with the Custom application.

# Custom Application

GAS PROJECT CALCULATIONS AND INFORMATION		
<i>Make copies of this page if more than one measure is being implemented</i>	EXISTING OR BASELINE EQUIPMENT	NEW ENERGY EFFICIENT EQUIPMENT
A	Description of Measure <i>(e.g., Steam system, process heat system, heat recovery, other process improvements)</i>	
B	Natural Gas Load (total Therms per hour) Therms = (Btu ÷ 100,000)	
C	Estimated Annual Hours of Operation (Hours/Year)	
D	Estimated Annual Therms <i>(Row B x Row C )</i> Therms/Year	
<b>INSTRUCTIONS</b>		
E	Reduced Therms (Therms)	(difference between the two numbers in Row B)
F	Reduced Therms per year (Therms)	(difference between the two numbers in Row D)
G	Your Natural Gas Rate (\$/Therm)	(money spent on gas for a year) divided by (Therms used in a year)
H	Annual Natural Gas Cost Savings (\$)	(Row F) x (Row G)
	Type of Project	(Choose one) <input type="checkbox"/> Custom gas <input type="checkbox"/> Custom Public Sector or GS2
I	Custom Incentive (\$)	Row F x \$1.00 (all facilities excluding Public Sector or GS2 customers) Row F x \$3.00 (Public Sector and GS2 <b>only</b> )
J	Cost of Materials*	<i>(please provide a quote or proposal to support this value)</i>
K	Cost of Labor – External Labor Only*	<i>(please provide a quote or proposal to support this value)</i>
L	Project Cost	(Row J) + (Row K)
M	Payback Period Before Incentive (years) <i>(must be between six months and ten years)</i>	Cost / Savings (Row L) divided by (Row H)
N	Payback Period After Incentive (years) <i>(Incentive will be capped at six months)</i>	Cost-Incentive / Savings (Row L) – (Row I) divided by (Row H)
O	Incentive is What Percent of the Job Cost <i>(Ineligible if less than 10%, capped at 80%)</i>	(Row I) divided by (Row L) x 100  _____ %

\*\*For new construction projects and system expansions, as well as replacement of equipment at the end of its useful life, project cost and savings are based on the incremental cost and savings of high-efficiency equipment over standard efficiency equipment.

- Incentive calculations for **Custom HVAC projects** will be based upon realistic/submitted energy savings, but will be capped if the incentive exceeds \$0.30\*annual therm usage on gas incentive. A completed [supplemental calculator](#) must be submitted with the Custom application
- Incentive calculations for Public Sector and DS2/GS2 **Custom HVAC projects** will be based upon realistic/submitted energy savings, but will be capped if the incentive exceeds \$0.50\*annual therm usage on gas incentive. A completed supplemental calculator must be submitted with the Custom application.

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## OPTIONAL ADDITIONAL INCENTIVE FOR WATER SAVINGS

### WATER SAVINGS PROJECT CALCULATIONS AND INFORMATION

#### Ameren Illinois Electric Customers Only

Make copies of this page if more than one measure is being implemented.		EXISTING OR BASELINE EQUIPMENT	NEW ENERGY EFFICIENT EQUIPMENT
A	Description of Water Savings <i>(e.g., reduced boiler make-up water, reduced cooling tower water)</i>		
B	Potable Water Supply Use (gallons per year)		
C	Wastewater Treatment Disposal (gallons per year)		
		INSTRUCTIONS	ANSWER
D	Reduced Potable Water Use (gallons per year)	(difference between the two numbers in Row B)	
E	Reduced Wastewater Use (gallons per year)	(difference between the two numbers in Row C)	
F	Reduced Water Use (Supply and Waste) (gallons per year)	(Row D) + (Row E)	
G	Reduced Water Use (Supply and Waste) (1000 gallons per year)	(Row F divided by 1000)	
H	Additional Custom Incentive (\$)	Row G x \$0.30	

# Custom Application

## Terms and Conditions

**1. DEFINITIONS:** Capitalized terms used but not defined elsewhere herein shall have the following meanings:

- a) **"Ameren Illinois"** shall mean Ameren Illinois Company d/b/a Ameren Illinois.
- b) **"Application"** shall mean the Customer completed program application used to apply for the specific Ameren Illinois incentive, these Terms and Conditions, and any other supplemental documentation.
- c) **"Retro-commissioning"** shall mean those projects that are found on the *Large Facility, Industrial, Retro-commissioning Lite, or Compressed Air* applications
- d) **"Customer"** shall mean an Eligible Customer who has submitted an Application.
- e) **"Custom Initiative"** shall mean those projects that are not Standard, Retro-commissioning, or Streetlighting Initiatives. Projects that are found on *New Construction Lighting, Metering & Monitoring, and Feasibility Study* are also part of the Custom Initiative.
- f) **"EEM"** shall mean energy efficiency measures.
- g) **"Eligible Customer"** shall mean a non-residential electric and/or gas customer of Ameren Illinois that own and install a Qualifying EEM at the Facility corresponding to the Ameren Illinois account number. Each program application 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 application to determine if your business is eligible for that application.
- 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 via a pre-approval letter to Customer that Ameren Illinois has reviewed Customer's Application and determined that the project meets the program eligibility requirements for a maximum pre-approved incentive amount if the project is completed by the estimated completion date and all final application paperwork is submitted and approved.
- k) **"Program Bonus"** shall mean any seasonal, temporary, or promotional additional incentive paid by Ameren Illinois to Customer.
- l) **"Qualifying Energy Efficiency Measures (EEMs)"** shall mean either (i) standard gas or electric EEMs (i.e., measures found on any of the Standard Initiative applications); or (ii) measures eligible under the Custom Initiative approved by Ameren Illinois; or (iii) measures found in the Streetlighting or Retro-commissioning Initiative as identified in official program materials found on the Ameren Illinois Energy Efficiency website. The following technologies are not Qualifying EEMs: (i) technologies that do not demonstrate measurable and verifiable energy savings, including power conditioning; (ii) technologies that displace electrical energy use or natural gas to another fuel (i.e. fuel switching); or (iii) renewable energy projects (solar, wind power, etc.). Eligible gas measures do not include propane or butane measures.
- m) **"Standard Initiative"** shall mean those projects associated with standard gas or electric EEMs. Standard Initiative includes the following: *Lighting (not New Construction Lighting), VFD, HVAC, Specialty Equipment, Equipment Installation, Smart Thermostat, Steam Trap and/or Leak Survey and Repair*. See the Ameren Illinois Energy Efficiency website for individual program applications (AmerenIllinoisSavings.com).
- n) **"Streetlighting Initiative"** shall mean those projects that are found on the *Ameren Illinois owned and Municipal-owned* streetlighting applications

## 2. PRE-APPROVAL, INSPECTIONS AND FINAL APPROVAL:

- a) For all projects, Ameren Illinois is not obligated to award any incentive payment unless an Application is submitted and Pre-approval is granted. 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 Initiative Application. 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 reserved incentive funds. Customer is responsible for ensuring that the project is completed by the estimated completion date, the Application is complete and accurate, and the project meets program eligibility requirements in order to receive final approval and the incentive payment.
- b) A pre-approval inspection and post-installation inspection of the project may be required before an incentive payment is made.
- c) Ameren Illinois reserves the right to request additional supporting documentation as deemed necessary to ensure program eligibility and verify that the expected energy savings will occur.

## 3. INCENTIVE PAYMENT AMOUNTS:

- a) Incentive caps are defined as follows:
  - i) Standard, Custom, Retro-Commissioning, and Streetlighting Applications: Electric incentives may be capped per project. Gas incentives are capped at \$100,000 per project.
  - ii) New Construction Lighting, Feasibility Study, Leak Survey and Repair, Strategic Energy Monitoring, Small Business Direct Install, and Metering & Monitoring incentives are capped all capped at lower amounts. Please see individual program applications for further details.
- b) Ameren Illinois reserves the right to adjust the incentive amount, based upon its independent assessment of appropriate savings or cost estimates.
- c) Ameren Illinois will pay no more than the incentive amount in the Pre-approval letter.
- d) Ameren Illinois reserves the right to cap incentives at \$10,000 for Standard Initiatives that did not obtain Pre-approval.
- e) The sum of all Incentives and any applicable Program Bonuses for Standard Initiative, Custom Initiative, or Streetlighting Initiative will be capped at the project cost, which includes material cost and external labor cost. Internal labor cost is not considered in the project cost. Steam Trap Surveys are eligible for incentives when internal labor is used according to the Steam Trap Application.

**4. MONITORING AND EVALUATION:** Customer grants Ameren Illinois and any of its agents, the right to make follow-up visits, inspections, metering, data collection and/or surveys of the Customer's Facility during the 36 months following the completion date of the project to verify the installation and performance of the EEMs that were funded by incentives upon reasonable notice to Customer. If Customer removes the EEMs at any time or Customer ceases to be a delivery service customer of Ameren Illinois within 36 months after installation, Ameren Illinois shall be entitled to recover from Customer the total amount of incentive payments made plus interest.

**5. CUSTOMER DATA:** By submitting an Application, Customer understands and authorizes Ameren Illinois and its third party providers and agents to retain Customer's Application, and use, store and share the information contained in the Application, together with such data and documentation collected in



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connection with the project, for the program and its internal business purposes. Customer agrees that Ameren Illinois may share such information with the Illinois Commerce Commission, or its contractors, who plan to evaluate my energy usage. Ameren Illinois may release aggregated, non-identifiable data to third parties for regulatory and non-regulatory purposes.

**6. CUSTOMER SHALL PAY ALL TAXES:** Incentive payments received by Customer or any third party payee designated by Customer on a Payment Release Authorization Form may be taxable by the federal, state, and local government. Customer is responsible for declaring and paying all such taxes, regardless of who receives the incentive.

**7. REMOVAL OF EXISTING EQUIPMENT:** 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. Customer further agrees not to reinstall any replaced equipment or transfer it to any other party for installation in Illinois.

**8. OWNERSHIP:**

a) EEMs purchased and installed with incentives provided by this program, and all energy savings realized from the installation of such EEMs, are the property of Customer.

b) In consideration of the incentives provided by this program, Customer agrees that Ameren Illinois is entitled to all rights to any system capacity and environmental credits and attributes that may be associated with EEMs for which incentives from Ameren Illinois were received, and Customer waives, and agrees not to seek, any right to the same.

**9. CHANGES OR CANCELLATION OF THE PROGRAM:**

a) Ameren Illinois, in its sole discretion, may change any of the terms and conditions of the program, suspend acceptance of Applications, deny Applications already received and not yet pre-approved or terminate the program at any time without prior notice.

b) In the event of program change or cancellation, Applications that have been pre-approved will be processed to completion under the program requirements and Terms and Conditions in effect at the time of Pre-approval by Ameren Illinois.

c) Incentives under the program are offered on a first-come, first-served basis and are subject to project eligibility and the availability of funds.

**10. 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 PAYMENT OF THE AMOUNT OF THE INCENTIVE PAYMENTS DUE TO CUSTOMER IN THE APPLICATION OR PRE-APPROVAL LETTER ACCORDING TO THE PROGRAM. AMEREN ILLINOIS, ITS PARENT, AFFILIATES AND SUBSIDIARIES, AND THEIR DIRECTORS, OFFICERS, EMPLOYEES, CONTRACTORS OR AGENTS SHALL NOT BE LIABLE TO THE CUSTOMER FOR THE CUSTOMER'S FAILURE TO ACHIEVE ANY RESULTS IN ENERGY SAVINGS; THE OPERATION OF THE CUSTOMER'S FACILITY; 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 IN CONNECTION WITH CUSTOMER'S APPLICATION, CUSTOMER'S PARTICIPATION IN THE PROGRAM, ANY EEMS INSTALLED AT CUSTOMER'S FACILITY OR ANY ACTIVITIES ASSOCIATED WITH THE PROJECT. *BY PARTICIPATING IN THE AMEREN ILLINOIS PROGRAM, CUSTOMER AGREES TO WAIVE ANY CLAIMS, EXCEPT AS PROVIDED IN THIS SECTION, AND FULLY RELEASES AMEREN ILLINOIS FROM ANY DAMAGES, OF ANY KIND ARISING OUT OF OR RELATED TO CUSTOMER'S APPLICATION AND ANY EEMS INSTALLED AT CUSTOMER'S FACILITY.*

b) Customer shall defend, indemnify, and hold harmless Ameren Illinois, its parent, affiliate and subsidiaries, and their representative directors, officers, employees, contractors and agents from and against all liabilities, losses, claims, damages, judgments, penalties, costs and expenses (including, without limitation, attorney's fees and expenses) from and against third party claims for injuries, including death, to any person, or for property damage, or for payment for goods or services arising out of or relating to Customer's Application or any EEMs installed at Customer's Facility.

**11. NO WARRANTIES:** Ameren Illinois and its parent, affiliates, employees, contractors and agents do not guarantee the energy savings, and 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, contractors and agents do not endorse, guarantee, or warrant any particular manufacturer, contractor or product, and do not endorse or guarantee any claims, promises, work, or equipment made performed or furnished by any contractors or vendors that sell or install EEMs.

**12. CHOICE OF LAW AND DISPUTES.**

a) THESE TERMS AND CONDITIONS, OR ANY OTHER REQUIREMENT OF THE APPLICATION 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 PROGRAM.

b) Customer agrees that any dispute arising out of or related the workmanship or performance of an EEM or the adequacy or safety of such measure shall be resolved solely between the Customer and the EEM contractor or equipment provider. **(Rev17)**

# Custom Application

## Required Documentation Checklist & Terms of Agreement

### Application for Pre-Approval

To submit your Custom Application, complete and submit all the items in this checklist, and fill out the fields on this application form:

Check here if this Custom project was identified during a retro-commissioning study.

Complete all fields in the Customer and Project Information Section (p. 2 of the application)

Complete all fields in the Electric Project Calculations and Information, Gas Project Calculations and Information and/or Water Savings Project Calculations and Information tables (p. 3, p. 4 and/or p. 5 of the application)

Attach manufacturers' cut sheets for all energy saving equipment for which you are requesting incentives. *Please circle or highlight the information showing the equipment meets program technical requirements.*

Attach all information specified on the Required Project Documentation table (p. 7 of the application).

Ensure the application is signed by the Ameren Illinois customer and that the individual signing the form has checked the box certifying to the Terms and Conditions.

Attach signed W-9 form with Tax Identification Number associated with the Ameren Illinois customer. **Incentives WILL NOT be paid until a completed and signed [W-9](#) has been received.**

### Supplemental Documentation

There are several supplemental forms required for specific situations, as described below. All supplemental documentation can be found on the Ameren Illinois Energy Efficiency Programs website at [AmerenIllinoisSavings.com/forms](http://AmerenIllinoisSavings.com/forms).

Payment Authorization Form is required if the incentive is to be paid to a party other than Customer.

Large Incentive Request Form is required if the total requested incentive is over \$50,000.

Landlord Consent Form is required if the Facility is under lease.

### CUSTOM PROJECTS WITH AN INCENTIVE REQUEST GREATER THAN \$100,000

Completion and submission of a letter of notice, signed by a corporate officer, that the company is proceeding with the project – due within 30 days of pre-approval letter.

Submission of documentation clearly demonstrating the project has commenced. This documentation may include, but is not limited to, purchase requisitions, purchase orders, invoices, sales contracts, etc., for equipment and/or services – due within 60 days of pre-approval letter (contact the program representative if you think your project will require more than 60 days).

Monthly contact (no later than the end of each calendar month) with a program representative to discuss the project plan, scope, and timeline – until the project is complete and the Incentive Payment Request Form is submitted.

### Other Required Information

Upon receipt of the pre-approval letter, Customer should immediately contact a program representative regarding any change to the project scope or timeline (including changes to equipment, project costs, projected energy savings or estimated completion date) to discuss how the change will impact your savings/incentive and the necessary steps required to request incentive changes.

## Terms of Agreement: Customer Acknowledgment and Signature

I certify that all information provided in this Application is correct and complete. I have read, understand and agree to the program requirements and the Terms and Conditions set forth in this Application, and I agree to abide by these requirements.

By checking this box and signing below, I certify that I have authority to make these statements and submit this Application.

**Applications will not be accepted as "complete" unless this box is checked and all of the below fields are completed.**

Project Estimated Completion Date: (mm/dd/yyyy) \_\_\_\_\_

Estimated Lead Time for Major Equipment (weeks) \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: (mm/dd/yyyy) \_\_\_\_\_

*Please note, the application must be signed & dated by the customer contact or otherwise authorized 3<sup>rd</sup> party. Electronic signatures allowed and accepted by the Business Program. Typing your name above constitutes a valid electronic signature.*



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## REQUIRED PROJECT DOCUMENTATION

*Ameren Illinois requires sufficient project documentation to verify the savings estimates provided in the Application. The following serves as guidelines for the minimum required documentation that must accompany your Application for pre-approval.*

### PROJECT SUMMARY

- Include a summary of proposed measures (briefly describe why you are proceeding with this project and what will be done.)

### EQUIPMENT DOCUMENTATION

- A list of equipment to be installed, including manufacturers' catalog/model number.

### ENERGY PERFORMANCE AND OPERATIONAL SEQUENCE REQUIREMENTS

- Provide calculations documenting the predicted energy consumption of the existing usage (or base usage) and proposed design using the appropriate analytical tools and clearly stated assumptions. Calculations may be performed by "hand" but spreadsheet or computer modeling analysis is preferred, and may be supplied in electronic format.
- All assumptions such as operating hours, existing and proposed equipment, and operational details must be presented.
- List of system requirements (pressure, flows, etc.), operating hours, and control strategies (attach separate sheets).

### OTHER REQUIREMENTS AND COMMENTS

- Provide any further documentation that helps to demonstrate the performance characteristics of the project and the project's ability to demonstrate and promote energy efficiency in the Ameren Illinois service territory.
- Please provide any measured data wherever possible.
- Combustion analysis tests required on any project that would impact boiler efficiency
- Pre and post- metering is encouraged and may be required on large energy saving projects
- Copy of bids to show how project cost was determined (outside labor and materials).

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## Incentive Payment Request Form

This form and required documentation should only be submitted upon project completion. Project completion is defined by the Ameren Illinois Energy Efficiency Programs as all equipment installed and operable. The documentation required for submission with a signed Incentive Payment Request Form varies based on project size and the project scenario as described below.

### Required Documentation Checklists

#### ALL PROJECTS

- Completed this form? (Signed by the Ameren Illinois customer and checked the box indicating compliance with the Terms and Conditions.)
- Changes since pre-approval? (If applicable, submit a written summary of the specific changes and the rationale for the changes.)
- Invoices submitted? (Must show the date, place of purchase, model/part numbers, quantities and unit costs of all equipment.)
- Signed W-9 submitted?
- Certified Installer used or self-installed by Ameren Illinois customer listed on this application? Please list the Certified Installer here, exactly as they are registered with the Illinois Commerce Commission (for a full list, visit <https://www.icc.illinois.gov/utility/default.aspx?type=28>).

## Payment Request: Project Completion Acknowledgment and Signature

I certify that all information provided is correct and complete. I have read, understand and agree to the program requirements and the Terms and Conditions set forth in this Application, and I agree to abide by these requirements.

By checking this box and signing below, I certify that I have authority to make these statements and submit this Application. All equipment is installed and operational (not placed into storage). **Applications will not be accepted as "complete" unless this box is checked and all of the below fields are completed.**

Company Name (Ameren Illinois Customer): \_\_\_\_\_

Project Number (Pre-Approved Projects Only): \_\_\_\_\_

Project Completion Date: (mm/dd/yyyy) \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: (mm/dd/yyyy) \_\_\_\_\_

*Please note, the application must be signed & dated by the customer or otherwise authorized 3<sup>rd</sup> party. Electronic signatures allowed and accepted by the Business Program. Typing your name above constitutes a valid electronic signature.*

*Typing your name above constitutes a valid electronic signature.*

# Custom Application

## **INSTRUCTIONS (for electronic completion and submittal):**

After clicking Submit (above), if a new email message appears with this completed form attached, attach your supporting documentation (manufacturer specification sheets, W-9 form, signature page, etc) to the email and click send. You can then save a copy of the completed form to your hard drive if you wish.

If a new email message does not appear, please save this completed form to your desktop. Then, create a new email message addressed to [IllinoisBusinessProjects@ameren.com](mailto:IllinoisBusinessProjects@ameren.com), attach the file you just saved as well as required supporting documentation (cut sheets, W-9 form, signature page, etc) to the email and click send. Do not submit "zip" files.

Individual attachments may not exceed 3 MB in size. The sum of all attachments may not exceed 10 MB, (PDF documents can generally be reduced sufficiently by selecting "Reduce File Size" under the "Document" menu in Adobe Acrobat).

Applications submitted electronically, using the "submit" button above, may receive priority in the application review process.