

# HOME EFFICIENCY PROGRAM Incentive Reservation Request/Incentive Application



**Form Use:** This form is to be used for reservation of program incentives prior to work commencing and to claim incentives for completed work (Please see Ameren Illinois HEPIQ Ally Guide to Program Paperwork for details):  
**Sections 1-4:** Used to specify proposed work scope and upon approval reserve program incentives for a period of 60 days.  
**Sections 5-6:** Used to notify the program upon completion of work and to request payment of incentives.

Please note: All approved customers will have received a confirmation number via email indicating that they are eligible for Program Incentives. Confirmation number should be used when applying for program financing, but program eligibility is not a guarantee of financing eligibility.

All projects will receive a reservation number via email. The reservation number is required prior to project start date. All program paperwork is due **within 30 days of the project completion or by December 31st, 2017, whichever comes first.**

When submitting the Work Scope, Incentive Application and required documentation, please send all required documents to: [ResidentialEEApplications@ameren.com](mailto:ResidentialEEApplications@ameren.com)

## SECTION 1: RESERVATION REQUEST- CUSTOMER/BUILDING INFORMATION

Highlighted Fields Denotes Required Information. All Other Fields Required Only If Applicable to Project or Work Proposed

On Bill Financing Desired?					
Name:		Best Phone:		Other Phone:	
Address:		City:	IL	ZIP code:	
Email Address (or none):		Year Home Built (Estimated):		Assessment Date:	
Ameren Electric Account Number:		Ameren Gas Account Number:		Floor Area of Conditioned Space (SF):	

### Building Information

Estimated % of Duct Work in Unconditioned Space:		Air Handling Equipment Location:		Type of Ductwork:	
Inches of Attic Insulation:	Existing Inches	Condition		Type	
	Existing Inches	Condition		Type	
	Existing Inches	Condition		Type	

### Existing Primary Cooling / Air Source Heat Pump Equipment

Manufacturer (existing unit):		Model # (existing unit):		Age	
Type:		Cooling Capacity (Btuh)		Rated SEER	

### New Cooling / Air Source Heat Pump Equipment

Manufacturer (new unit):		Model # (new unit):		Type	
AHRI #		Cooling Capacity (Btuh)		SEER Rating	
Heating Capacity (Btuh) @ 47 F		HSPF Rating		Heating Capacity (Btuh) @ 17 F	

### Existing Primary Heating Equipment

Manufacturer (existing unit):		Model # (existing unit):		Age	
Type:		Input (Btuh or KwH)		Rated AFUE	

### New Heating Equipment

Manufacturer (new unit):		Model # (new unit):		Type	
AHRI #		AFUE		Input MBTUH	
				Includes ECM	

### New Thermostat Information

Make:		Model #	
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### Water Heater Information

Fuel		Venting Type	
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**Project Notes** - Please Describe Below Unique and/or Unusual Circumstances that Support Measure or Project Eligibility for Consideration

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**SECTION 2: RESERVATION REQUEST- HVAC MEASURE INFORMATION**

Existing Heat Source:		
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**HVAC Summary**

HVAC Program Ally:		Ally Role:	
Contact Name For Work Scope Questions:	Phone Number:	Email:	

HVAC MEASURES (LIMIT 2 SYSTEMS PER PROJECT)	QTY. (Limit 1 Ea.)	STANDARD	EARLY RETIREMENT	ALLY COST	INCENTIVE	CUSTOMER NET HVAC COSTS
Natural Gas Furnace 95% AFUE (system 1)		\$1,400	\$2,800	\$		\$
Natural Gas Furnace 95% AFUE (system 2)		\$1,400	\$2,800	\$		\$
Natural Gas Boiler 90% AFUE		\$1,600	\$4,000	\$		\$
Air Source Heat Pump AHRI SEER 14.5 or greater (system 1)		\$1,000	\$4,000	\$		\$
Air Source Heat Pump AHRI SEER 14.5 or greater (system 2)		\$1,000	\$4,000	\$		\$
ECM Motor with Natural Gas Furnace		\$200		\$		\$
Programmable Thermostat		\$50		\$		\$
Smart Thermostat		\$200		\$		\$
Duct Sealing (50% Ducts in Unconditioned Space)		\$400 / Home (Qty. 1)		\$0.00		\$
HVAC Totals						\$

**Additional HVAC Work**

DESCRIPTION (Please line item each measure)	QTY	CUSTOMER COST

<b>Additional HVAC Cost</b>		
<b>Total HVAC</b>		

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**SECTION 3: RESERVATION REQUEST- BUILDING ENVELOPE MEASURE INFORMATION**
**Building Envelope Summary**

Building Envelope Program Ally:		Ally Role:	
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Contact Name For Work Scope Questions:		Phone Number:		Email:	
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BUILDING ENVELOPE MEASURES	STANDARD INCENTIVE	QUANTITY	ALLY COST	TOTAL INCENTIVE	CUSTOMER NET INSULATION COST
Targeted Airsealing Reduction	\$0.60 per CFM		\$0.00	\$0.00	
Attic Insulation - R11 or Less (Improved to R49 or greater)	\$1.54 per SF		\$0.00	\$0.00	
Attic Insulation - R12-R19 (Improved to an R-49 or Greater)	\$1.16 per SF		\$0.00	\$0.00	
Wall Insulation	\$1.50 per SF				
Knee Wall Insulation (Considered wall insulation)	\$1.50 per SF				
Rim Joist Insulation	\$2.00 per LF				
Crawl Space Insulation	\$3.00 per LF				
Basement Wall Insulation	\$3.00 per LF				
Building Envelope Totals					

**Additional Building Envelope Measures**

DESCRIPTION (Please line item each measure)	QTY	CUSTOMER COST
Additional Building Envelope Measures Cost		
Building Envelope Measures Cost		
Total HVAC & Building Envelope Measures Cost		
Ameren Illinois Home Efficiency Program Incentive Total		
Total Customer Cost and Financial Obligation		

**SECTION 4: RESERVATION REQUEST- CUSTOMER AUTHORIZATION OF PROJECT**

I, the undersigned, agree that the information above is representative of what has been discussed and proposed by the participating program ally (contractor). I understand that Ameren Illinois program incentives and financing are subject to qualifications and not guaranteed.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Ally Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 4a: RESERVATION REQUEST- PROJECT AUTHORIZATION SUPPORTING DOCUMENTATION CHECKLIST**

<ul style="list-style-type: none"> <li>ACCA Approved Building Load Calculation Based on Improved (Post Retrofit) Home</li> <li>Inspection Disclaimer Form</li> </ul>	<ul style="list-style-type: none"> <li>Supporting Photos, Diagrams, or Notes</li> <li>AHRI Certificates for All Applicable Equipment</li> </ul>
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## SECTION 5: INCENTIVE APPLICATION- INSTALLATION SCHEDULE

Duct Sealing Results (Per BPI Lookup Table)	Distribution Efficiency Before Sealing (%):		Distribution Efficiency After Sealing (%):		
HVAC Project	Start Date:		Completion Date:		Hours on the job:
Building Envelope Measures Project	Start Date:		Completion Date:		Hours on the job:

### Air Sealing

Before Q <sub>50</sub> :		After Q <sub>50</sub> :		Difference:	
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### Attic Insulation

Typical locations: ATTIC FLAT, ATTIC SLOPE, KNEEWALL FLAT, KNEEWALL SLOPE

Location:		SQ FT:		Pre-install R-value:		Post-install R-value:	
Type:		Bag Count:		Product:			
Location:		SQ FT:		Pre-install R-value:		Post-install R-value:	
Type:		Bag Count:		Product:			

### Wall Insulation

Typical locations: EXTERIOR WALL, VERTICAL KNEEWALL, RIM JOIST, etc.

Location: EXTERIOR WALLS		SQ FT:		Pre-install R-value:		Post-install R-value:	
Type:		Bag Count:		Product:			
Location: KNEEWALLS		SQ FT:		Pre-install R-value:		Post-install R-value:	
Type:		Bag Count:		Product:			
Location: RIM JOIST		Linear FT:		Pre-install R-value:		Post-install R-value:	
Type:				Product:			
Location: CRAWL SPACE		Linear FT:		Pre-install R-value:		Post-install R-value:	
Type:				Product:			
Location: BASEMENT WALL INSULATION		Linear FT:		Pre-install R-value:		Post-install R-value:	
Type:				Product:			

## SECTION 6: INCENTIVE APPLICATION- ACKNOWLEDGEMENT OF PROJECT COMPLETION

I certify the information I have provided is true and correct and any work performed meets the program guidelines and Terms and Conditions of the Program. I hereby request an incentive for the above listed work and understand the incentive cannot exceed 100% of project cost. I agree to allow Ameren Illinois Program staff to perform an on-site Quality Assurance inspection to confirm test results and verify the work performed.

Customer Signature:		Date:	
Program Ally Signature:		Date:	

### SECTION 6a INCENTIVE APPLICATION: PROJECT COMPLETION SUPPORTING DOCUMENTATION CHECKLIST

<ul style="list-style-type: none"> <li>Signed and dated customer contract and any authorized change orders clearly indicating scope and value of work, including Ameren Illinois incentives.</li> <li>Customer invoice clearly listing the phrase "Ameren Illinois Energy Efficiency Program Incentive" and corresponding amount has been subtracted from the amount due. No signatures are required on the invoice.</li> </ul>	<ul style="list-style-type: none"> <li>Energy Audit Test Form (Unless Project only includes HVAC measures)</li> <li>AHRI certificates for all installed equipment</li> <li>Supporting Photos, Diagrams, or Notes</li> </ul>
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## AMEREN ILLINOIS RESIDENTIAL ENERGY EFFICIENCY PROGRAM 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) “Program Ally”** shall mean contractors/allies who have met the minimum qualifications established by Ameren Illinois and are allowed to offer program incentives. **c) “Application”** shall mean the Customer or Program Ally completed document used to apply for cash incentives or used for any other appropriate application-specific documentation. **d) “Customer”** shall mean an Eligible Customer who has submitted an Application for incentive money using their Ameren Illinois account number. The Customer abides by these Terms and Conditions upon acceptance of Customer’s Application by Ameren Illinois. **e) “Eligible Customer”** shall mean a residential customer of Ameren Illinois, with an active Ameren Illinois-delivered electric or gas account residing in an existing home or new construction. Individually metered residential multifamily units must have prior program approval to participate. Installations performed between June 1, 2017 to December 31, 2017 are eligible for incentives or until incentive funds are exhausted. Equipment and/or materials must be installed by a participating Program Ally at the Customer’s address listed on the Application. The Application must be filled out completely and accurately, signed and accompanied by dated copies of the invoices. See the project/measure eligibility for requirements specific to individual incentives. **f) “Program”** shall mean the energy efficiency plan or measure that is the subject of the Application. **g) “Program Manager”** shall mean the Ameren Illinois designee in charge of the Application. **h) “Reservation of Funds”**, when required, shall mean written notification to Program Ally of a pre-approved incentive amount, which Ameren Illinois issues after review Program Ally’s request for funds.
- 2. General** – Customer and Program Ally shall abide by these Terms and Conditions; abide by all Local, State and Federal guidelines, applicable laws, building codes, regulations and licensing requirements; and perform work in accordance with customary installation standards, and/or according to manufacturer specifications.
- 3. Procedures & Reporting** – Program Ally shall follow Program procedures of; **a)** verifying eligibility of Customer and work to be performed; **b)** reserving funds from Program in advance of the project commencing; and, **c)** submitting a reservation form and/or Application supplied by the Program for work performed with all required documentation. Program Ally agrees to provide all documentation associated with specified projects for quality assurance. Program Ally must provide necessary supporting documentation of services rendered including invoices and site assessment reports as requested.
- 4. Independent Contractor** – Listing in the Program Ally database does not constitute any endorsement of the Program Ally by Ameren Illinois. Program Ally is an independent contractor participating in the Program and not an employee of, or under contract to, Ameren Illinois or Program staff and authorized Ameren Representatives. Program Ally is not authorized to assume or create any obligation or liabilities, express or implied, on behalf of or in the name of Ameren Illinois or Program staff and authorized Ameren Representatives. Program Ally shall properly represent this to the Customers.
- 5. Warranty of Work** – Program Ally shall provide the Customer a written warranty covering both labor and materials for a minimum of one year from the date the service is performed. All materials installed shall carry the manufacturer’s warranty, which will be provided to the Customer. Offers of, and documentation referring to, any applicable extended warranty coverage shall be supplied to the Customer.
- 6. Quality Assurance** – Program Ally will maintain effective procedures for quality assurance as for resolution of Customer complaints or disputes and for response to Customer emergencies. Program Ally agrees to make its quality assurance procedures available to the Program for review and upon request. Only trained and skilled personnel of Program Ally shall supervise any project performed under the Program. All work is subject to quality assurance and verification inspections by Program before incentive payments are paid. Ameren Illinois is the sole authority in determining that the work is complete and eligible for payment. If the applicable Program Manager determines Program Ally’s work is not up to Program standards, upon request from the Program Representative, Program Ally shall make reasonable repairs or corrections to bring such work up to Program standards at no additional cost to the Customer. Program Manager shall have sole authority in determining the necessary remedies to correct faulty work.
- 7. Pre and 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. Inspections conducted are solely for the purpose of determining Program compliance and are not safety or building code inspections.
- 8. Incentive Payments/Limits** – For all Applications, Ameren Illinois is not obligated to award any incentive payment unless a reservation form and/or Application is submitted and granted. Customer and Program Ally are responsible for ensuring the Application is accurate and equipment meets eligibility requirements in order to receive the Pre-approval incentive payment. Incentive payments will be issued to Program Ally. The Program Ally shall inform Customer of Program financial incentives, and shall include a discount to the Customer in the amount of the incentive, labeled on Customer’s invoice as “Ameren Illinois Energy Efficiency Program Incentive.”
- 9. Indemnification** – Program Ally and/or Customer hereby releases and shall indemnify, hold harmless, and defend Ameren Illinois, Program staff and authorized Ameren Representatives and any third party vendors from any and all claims, losses, harms, costs, liabilities, damages, and expenses (including attorney’s fees) of any nature whatsoever arising directly or indirectly out of or in connection within any dispute or legal suit arising from work related to the Program.
- 10. 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 a 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 Program are offered on a first-come, first-served basis and are subject to project and Customer eligibility, and the availability of funds.
- 11. Miscellaneous** – Ameren Illinois reserves the right to make changes to; its Program, program incentives, rules, guidelines, and these Terms and Conditions upon written notice to the Program Ally. These Terms and Conditions shall be governed by Illinois law.